

- (4) 49^\Change in functional requirements. If there is a change in the function of an individual or group which requires the acquisition or replacement of furniture, furnishings and appliances, records should note the change and the materiel authorization tables used. If furniture, furnishings and appliances are replaced, the original items may be used to complete existing, authorized entitlement; the items may be retained in accordance with permissible levels of excess inventory; or they may be disposed of.
- (5) Completing entitlement. Furniture, furnishings and appliances may be acquired to complete existing, authorized entitlement for a given work station.

10.2.2 Determining Requirements. The materiel authorization tables represent guides to the maximum quantity and type of furniture normally allocated to each work station, office-related area and residential accommodation. The tables do not necessarily represent a firm entitlement; furniture, furnishings and appliances should not exceed the quantity sufficient to meet the requirements of the duties to be performed. Exceeding the guidelines set in the tables is not prohibited; however, the circumstances must be justified and approved by management on the basis of strict functional need.

Furniture, furnishing and appliance requirements depend on the number of work stations in the office, or the size and type of residence occupied.

In furnishing an office, there is normally one work station per employee, with the exception of:

- * outside employees,
- * employees who work in special-purpose areas (e.g., computer installations, telecommunications),
- * second and subsequent employees sharing a single work station (i.e., shift employees).

For office reception areas, meeting rooms and boardrooms, the primary users and functions of the area are taken into account, and the appropriate scales of entitlement and materiel authorization tables are applied.

10.2.3 Acquisition Control.

- (1) According to Materiel Authorization Tables. The tables regulate the line of furniture, general office and executive office furniture, and the approved commercial furniture, furnishings and appliances required for office and residential accommodation. Replacements for, or additions to, existing furniture, furnishings and appliances should conform to the authorized scales of issue for the work station or residence involved, both in amount and kind.

Custom or supplier-designed office furniture may not normally be acquired. Custom or supplier-designed office furniture previously acquired should not be replaced in kind. Government modular office furniture should be used for replacement in such cases.

Exceptions to the materiel authorization tables may be authorized by the senior departmental materiel manager, when merited by temporary or exceptional circumstances - for example, meeting the requirements of handicapped personnel, or meeting special local or operational conditions.

- (2) According to Design Control. The Department of Supply and Services contracts for approved commercial furniture (for offices) on the basis of performance and design standards. These standards, extended for operations abroad where necessary, promote economy and flexibility in furniture procurement. Headquarters specifies its requirements in the light of these extended standards.