



Policy 4: Use/Disposal/Storage of Office Furnishings in the Northern Virginia Center

Each office in the Northern Virginia Center is furnished with a combination of fixed and movable desks, chairs, bookshelves, storage units and file cabinets, appropriate for use by the faculty, staff and graduate students. These furnishings are the property of the Commonwealth of Virginia, and cannot be removed or surplused without university permission through Northern Virginia Center Administration. In addition, if furnishings are removed from offices, the academic department who requested their removal must bear either:

- a) the cost of de-installation, storage and re-installation of the original furnishings, or
- b) the cost of refurbishing the office to acceptable standards according to the space's original usage, or
- c) the responsibility to seek approval from Northern Virginia Center Administration to leave the new furnishings as is.

The Northern Virginia Center does not have – and cannot provide – storage for any furnishings removed from offices or classrooms. Although Northern Virginia Center Administration will make an effort to incorporate the furnishings elsewhere in the building, it cannot be guaranteed.

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