

Tips on Ordering Ergonomic Equipment

UC has a systemwide purchasing agreement with Steelcase for office furniture. *One Workplace* is the local vendor to help the campus when ordering all office furniture, including adjustable tables and chairs, keyboard trays, monitor arms, and document holders. Following are some tips on how to place orders, as well as expected timelines.

Getting Started: Call 877-722-9090

To begin the process, call 877-722-9090 toll-free and start a work order. This is the Northern California Call Center for UC Furniture Services. Use this phone number to:

- schedule an appointment at the campus ergonomic showroom,
- request a quote,
- place an order,
- check the status of an order,
- order brochures, fabric or laminate samples.

Placing and tracking your order:

The order processing begins when your department faxes a completed EZ Order Form to UC Furniture Services (you can use a purchase order number or a Pro card number with a signature).

EZ Order forms for furniture and accessories recommended by the campus ergonomics program can be found on line at:

<http://www.uhs.berkeley.edu/facstaff/ergonomics/matchingfunds/productlist.shtml>

To confirm that your order has been placed, you or your department can call 877-722-9090 and check the status by giving them the purchase order number or your name.

Expected Timelines: The following are response times you can expect when making your requests.

YOUR REQUEST	EXPECTED RESPONSE TIME
Schedule an appointment at the campus ergonomics showroom	Call back within 1-3 working days, from Furniture Specialist, to schedule an appointment
A pricing quote	E-mailed to you within 2 working days of the request
Brochures, fabric or laminate samples	Sent out within 2 working days of request

After your department submits a completed order, the timelines for the department to receive an e-mail from the One Workplace Delivery Scheduler are listed below.

FURNITURE/EQUIPMENT ORDERED	EXPECTED DELIVERY SCHEDULING
Chair, adjustable, Steelcase (all fabrics except leather)	3 weeks (3 days for black fabric)
Chair, adjustable, RFM Ray	3 weeks (3 days for black/blue fabric)
Chair, adjustable Body Bilt	3 weeks (5 days for certain models with midnight blue fabric)
Keyboard tray, HumanScale	2 weeks
Keyboard tray, Workrite	2 weeks (3 days on certain models)
Monitor arm, SpaceCo	1 week
Table, adjustable, Details	4-6 weeks
Table, electric adjustable, Workrite	3-4 weeks for standard sizes (5 days for certain sizes and colors)
Table, hand crank adjustable, Workrite	3-4 weeks for standard sizes (5 days for certain sizes and colors)