

4 August 1987

Circular 3/87

Furniture and Fitting-Out Costs

A Chara

1. I am directed by the Minister for Finance to inform you that, in accordance with the Government's decision on of 14 January 1987 (S.13120), Departments and Offices will be individually responsible from, 1 January 1988 for the purchase and supply of their own office furniture, including the furnishing and fitting-out of rented premises. Provision for the first fitting -

out of new accommodation built by OPW and funded by that office will continue to be made in the OPW Vote. The new procedures which will apply from 1 January 1988 are set out below.

2. **Present Position**

The OPW arranges the purchase and supply of office furniture and other furnishings, floor coverings, etc (all referred to as furniture below), the fitting-out of new premises, the restoration of furniture where this is cost effective, the manufacture of specialised pieces to complement existing high quality furniture, and the sale of surplus furniture. The OPW also provides a furniture removal service. Expenditure on the provision of furniture and the fitting-out of new premises is included in the Vote for the office of Public Works.

3. **New Procedures**

Under the new procedures the Office of Public Works will

- issue specifications for standard furniture types and designs to Departments and offices;
- arrange supply contracts with manufacturers/suppliers in respect of certain standard items. Departments/Offices will order their requirements directly from their own Votes;
- inspect furniture after delivery to a Department to confirm that specifications have been met;
- periodically inspect, Departments and Offices and provide reports to accommodation officers on the general condition of furniture and related matters requiring attention, if any;
- provide advice on furnishing on request by Departments;
- continue to supply from the Furniture Workshops certain specialised services (renovation of better class furniture for example) and Departments may continue to avail of these services on a repayment basis (which will include an element for OPW overheads). OPW will have the to direct Departments to use the Furniture Workshops where this is considered appropriate for high quality and antique furniture;
- arrange for the sale of surplus furniture (OPW overheads to be re-imbursed in this case also);
- approve specifications for the fitting-out of premises (including obtaining the consent of a landlord where appropriate) and, if a Department wishes, undertake the fitting-out as agents of the Department on a repayment basis(including a charge for overheads);
- act in a supervisory capacity in relation to fitting-out of premises where OPW are not being employed on an agency basis.

4. **Departments will in future**

- purchase certain standard items of furniture from, suppliers nominated by OPW and with whom OPW have arranged supply contracts, and pay for those items directly from their own Votes;
- purchase specialised items of furniture from their own Votes, with OPW advice where appropriate;
- avail of the services of the OPW Furniture Workshops , where appropriate and pay for those services from their own Votes;
- arrange for furniture removals and pay for them from their own Votes;
- arrange for the sale of surplus furniture by OPW, the receipts to be an Appropriation-in-Aid of the Vote of the Department concerned, and OPW to be paid by that Department for the service provided;
- keep a full inventory of furniture;
- undertake the fitting-out of premises, subject to OPW approval of specification, and pay for those works from their votes;
- engage OPW to supervise the fitting-out of premises where OPW have not already been engaged to carry out the work on an agency basis.

5. **Financial Arrangements**

The Office of Public Works will supply Departments/Offices with figures for inclusion in the 1988 Estimates but for subsequent years it will be a matter for Departments/Offices to make their own calculations of the amounts to be included.

6. **Accomodation Officers**

The duties devolving on Departments/Offices from the operation of this circular should be allocated to accommodation officers.

7. **Security**

Where furniture/fitting-out is being supplied to premises where security is important, accommodation officers should consult the Garda Síochána or other appropriate security agency to ensure that no breaches of security occur.

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