

# 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.

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## 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 your order:

Use Bear Buy to place your order. Specific ordering information for furniture and accessories recommended by the campus ergonomics program can be found at

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

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

### YOUR REQUEST

Schedule an appointment at the campus ergonomics showroom

A pricing quote

Brochures, fabric or laminate samples

### EXPECTED RESPONSE TIME

Call back within 1-3 working days, from Furniture Specialist, to schedule an appointment

E-mailed to you within 2 working days of the request

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

Chair, adjustable, Steelcase (all fabrics except leather)

Chair, adjustable, RFM Ray

Chair, adjustable Body Bilt

Keyboard tray, HumanScale

Keyboard tray, Workrite

Monitor arm, SpaceCo

Table, adjustable, Details

Table, adjustable, Workrite

3 weeks (3 days for black fabric)

3 weeks (3 days for black/blue fabric)

3 weeks (5 days for with carbon black fabric)

2 weeks

2 weeks (5 days on certain models)

2 weeks

4-6 weeks

3-4 weeks for standard sizes