

Furniture, Fixtures, and Equipment Data Collection: Categories of Interest

Purpose: The Massachusetts School Building Authority (MSBA) is collecting product and cost data from recent Furniture, Fixtures, and Equipment (FF+E) procurements conducted by school districts for their newly constructed schools. All data collected will be posted on the MSBA webpage for other districts to view and utilize for planning purposes.

Instructions: The data collection spreadsheet has 3 Steps for entering information.

Step 1: Requests general information about your school (School District, School Name, Grades Served, Enrollment, etc.).

Step 2: Requests total (lump sum) amounts for groupings of similar equipment/fixtures items.

Step 3: Requests a detailed cost and product break down for *furniture items only* (Classroom, Cafeteria, Library, Break-out Space, Administrator/Faculty and Miscellaneous). *Please note that costs for any supply items such as science test tubes and kitchen smallwares should be estimated and captured in the Step 2 "Miscellaneous Equipment & Fixtures Category".*

Please be sure to include the type of furniture (seating, desk, storage, etc.) under "Product Type". Use the category "Product Utilization" to identify the user group (students, teachers, etc.). The category "Other" can be used to include any product information not already captured. Once the quantity of an item, the unit cost, and the delivery cost are entered, the total cost will be calculated by a built-in formula in the spreadsheet ("Quantity" X "Unit Cost" + "Delivery Cost"). Lastly, please select the method by which furniture items were procured under "Contract Type".

Step 1: Data Categories for General Information

- District/School Name
- Grades Served
- Month/Year of FFE Order (MM/YYYY)
- Month/Year when School Opened (MM/YYYY)
- School Enrollment Number (Agreed Upon)

Step 2: Data Categories for Lump Sum Cost Amounts

- Total Amount Spent on all Furniture, Fixtures, and Equipment (\$)
- Total Amount Spent on Furniture Only (\$)
- Total Amount Spent on Science Equipment & Fixtures (\$)
- Total Amount Spent on Janitorial/Custodial Equipment & Fixtures (\$)
- Total Amount Spent on Gym Equipment & Fixtures (\$)
- Total Amount Spent on Kitchen Equipment & Fixtures (\$)
- Total Amount Spent on Music Equipment & Fixtures (\$)
- Total Amount Spent on Art Equipment & Fixtures (\$)
- Total Amount Spent on SPED/OT/PT Equipment & Fixtures (\$)
- Total Amount Spent on Nurse/Health Equipment & Fixtures (\$)
- Total Amount Spent on Miscellaneous Equipment & Fixtures (\$)

PLEASE SCROLL TO NEXT PAGE FOR FURNITURE DATA CATEGORIES (Step 3)

Step 3: Data Categories for Furniture Items

*(*Denotes drop-down menu functionality in Excel)*

Furniture Applications*	Product Type*	Product Utilization*
(e.g., Classroom Furniture)	(e.g., Seating)	(e.g., Students)

Vendor Name	Manufacturer Name	Product Line/Series	Product Name/Description	Model Number
(e.g., W.B. Mason)	(e.g., Hon)	(e.g., Ignition Series)	(e.g., Low-Back Center Tilt Task Chair)	(e.g., 9000)

Quantity	Unit Cost	Delivery Cost (If Applicable)	Total Cost	Contract Type*
(e.g., 500)	(e.g., \$150.00)	(e.g., \$50.00)	(e.g., \$75,050.00)	(e.g., OSD)

***Drop Down Menu Options:**

Furniture Applications (Drop-Down Menu):

- Classroom Furniture
- Cafeteria Furniture
- Library/Media Center Furniture
- Break-Out Space Furniture
- Administrative/Faculty Furniture
- *Miscellaneous (Please insert a description)*

Product Utilization (Drop-Down Menu):

- Students
- Teachers
- Administration/Faculty
- *Other (Please insert a description)*

Product Type (Drop-Down Menu):

- Seating
- Desks
- Tables
- Storage
- *Other (Please insert a description)*

Contract Type (Drop-Down Menu):

- Public Bid/M.G.L.c.30B
- OSD
- MHEC
- *Other (Please insert a description)*