

UCSF WORKSTATION CHANGE REQUEST PROCESS

One Workplace Scope of Services:

One Workplace (OWP) offers many products and services to UCSF Campus employees. Products can be ordered directly from the BearBuy punchout to the OWP site. If support is needed for any products or services, any UCSF Campus employee can submit a workstation change request. Workstation changes occur at three levels: simple, standard and advanced. OWP offers free consultations to help determine which option is right for each situation. Supervisor approval is required to start the workstation change request process and is also required for all Design Authorization forms. OWP will assign quotes to end users through BearBuy. Supervisors are responsible for approving quotes and assigning them to their department purchaser.

To ensure safety and accessibility for all UCSF employees, all options and layouts must conform to both ADA and standard clearance requirements and to UCSF furniture, safety and ergonomics requirements.

LEVEL ONE: Level One Simple Solution (lowest cost)

Typically one workstation (Typically, single Adjustable height table, Seating options, Monitor arm, Keyboard tray)

1. Free remote or on-site consultation
2. Typically, single Adjustable height table, Seating options, Monitor arm, Keyboard tray
3. Purchase made directly through BearBuy punchout to OWP site
4. OWP will call to schedule delivery day and time frames
5. Any existing furniture must be removed by user prior to new furniture delivery (to make space for new furniture)
 - a. Delays and/or additional fees will occur if furniture cannot be delivered as planned
 - b. Delivery personnel are not authorized to implement unplanned labor

LEVEL TWO: Level Two Standard Solution (medium cost)

Includes small design fee, new product, furniture removal and delivery of new furniture) Typically 1 to 3 workstations

1. Free on-site consultation
2. Removal of existing furniture included in quotation (OWP to provide service)
3. Modification of existing furniture (New parts may be required)
4. Replacement of existing furniture
5. Quote provided by OWP, approve or revise. If approved, quote is published in BearBuy to purchase
6. Minimal design services required with drawings to explain scope of work to service technician to add or change workstation **(usually 2 to 3 hours of design time, at \$83 per hour, estimated at up to \$250).**
 - a. **Requires signature approval of Design Authorization form**
7. Design includes 1 option of drawings with minor revisions
8. Quote provided by OWP, approve or revise. If approved, quote is published in BearBuy to purchase
9. OWP will call to schedule delivery day and time frames

LEVEL THREE: Level Three Advanced Service Solution (higher cost)

Typically 1 to 4 workstations or more involving complete re-design of existing space with the removal of existing furniture.

1. Free on-site consultation
2. Complete design of new workspace/s
 - a. Provide 1 to 2 options for user review
 - b. User can make revisions to finalize space (subject to design fees)
 - c. Full 2D/3D and color drawings/renderings of proposed space
3. Removal of existing furniture included in quotation (OWP to provide service)
4. Modification of existing furniture (New parts may be required)
5. Replacement of existing furniture
6. Design services for advanced **(usually 5 to 6 hours of design time, OWP will notify user when the cost exceeds \$500)**
 - a. **Requires signature approval of Design Authorization form**
7. Quote provided by OWP, approve or revise. If approved, quote is published in BearBuy to purchase
8. OWP will call to schedule delivery day and time frames.

ONE WORKPLACE/UCSF WORKSTATION CHANGE REQUEST CHECKLIST

To start the Workstation Change request process, complete this checklist:

Employee contact information

Name _____ Department _____ Email address _____

Phone _____ Campus Location _____

Has supervisor approval been obtained? (required to start request with One Workplace): Yes ___ No ___

Supervisor Name _____ Department _____ Email address _____

Phone _____ Campus Location _____

Reason for Request (Check All that Apply)

- Re-design workstation
 - Number of workstations _____
- Height adjustable desk
 - A. Order new height adjustable desk
 - B. Replace fixed height desk with new height-adjustable desk
 - C. If height-adjustable desk is selected, choose one of the following:
 - It is important that the workstation looks similar to how it looks now
 - Getting a height-adjustable desk is more important than how the workstation looks
- Keyboard Tray
- Monitor Arm
- Seating
- Lighting
- Storage
- Other _____
- Additional
Details _____

- Drawings and Measurements (Submit with this checklist; helpful not mandatory)
 1. Basic sketch of space
 2. Measurements of entire workspace and surfaces if available
 - a. Pictures of space (3 orientations):
 - i. Picture of overall space
 - ii. Picture of storage or supports underneath workstation
 - iii. Picture of person in existing space

Who referred you to us (Check all that Apply)

- Department/Supervisor
- Co-worker
- UCSF E-Commerce site
- UCSF Facilities
- EH&S/Ergonomics & Human Factors Program
- DMS (Disability Management Services)
- Other _____