



Routine on ordering of office furniture – promoting reduced consumption, reuse repair, and procurement of second-hand furniture

Introduction and guidance on the purpose of the routine

This routine can be used as a template for other organizations on how to define the procedures for placing an order in a framework agreement for procurement of office furniture, fixtures, and inventories. The routine is based on the routine for procurement of office furniture from the municipality of Indre Östfold and has a particular focus on principles of repair and reuse before procuring new items. The routine is meant for use in combination with the following elements and functions:

- an internal reuse warehouse/portal for office furniture
- a framework agreement for the procurement of second-hand furniture
- an internal responsibility function as a furniture manager.

The routine contains a section describing the purpose and scope of the routine and how the routine is connected to municipal and national strategies. In addition, it contains a section describing the concrete steps employees need to follow when considering procuring office furniture or other inventories. Note that writing in **red form** is text that needs to be adapted by each organization (for instance links to relevant local documents)

Routine on ordering of office furniture

This procedure shall ensure responsible procurement of furniture and equipment, with particular emphasis on the principle of reuse before purchasing new items.

The procedure shall also follow up on the community's goals: Greenhouse gas emissions outside the municipality because of our consumption shall be reduced, and Indre Östfold municipality will facilitate sustainable economy/secure sufficient funds for welfare services in the future.

The procedure shall follow up on the Indre Östfold region's circular strategy (municipal strategy to promote increased circularity), see [Strategy for circular economy in the region](#) and support national strategies for circular economy.

Scope and area of application:

Sustainable furniture procurement, all employees

The public sector is a major procurer and therefore has a social responsibility as regards what and how



we purchase goods and services. This procedure is part of responsible procurement of furniture and fixtures. The procedure follows the Indre Östfold region's circular strategy, with particular emphasis on the principle of reusing before buying new.

By reusing or repairing the furniture we have, and by buying used furniture if we need it, we save both money and the climate. As a municipal organisation, we have a responsibility to manage and utilise our resources in such a way that they provide the Indre Östfold community with the highest possible value and benefit for as long as possible. This applies to our schools, libraries, and institutions, as well as to administrative buildings.

In order to use and purchase our furniture in a more sustainable manner, a furniture warehouse has been established for the municipality's own furniture, a reuse portal that helps us find furniture we need or list furniture we no longer need, and a purchasing agreement for second-hand furniture that makes it easy to buy used rather than new. This procedure applies to all municipal employees.

Activity/description

If furniture or equipment is required, the unit shall use the municipality's reuse portal to check whether the unit's needs can be met by what the municipality already has in stock.

The unit shall use the municipality's framework agreement for used furniture if the furniture/equipment required is not available in the *municipality's reuse warehouse*.

If the need cannot be met through the framework agreement for used furniture, the unit shall contact the furniture manager *) to make use of the framework agreement for new furniture. New furniture shall only be purchased if the need cannot be met through the municipality's furniture warehouse or through the purchase agreement for used furniture.

Larger investment projects with furniture needs must make use of the municipality's framework agreement for second-hand furniture. If it is not possible to obtain the furniture the project needs through this framework agreement, the furniture manager * can be contacted for purchases via the framework agreement for new furniture.

If the unit has furniture or inventories that are no longer needed, this must be reported to the municipality's Reuse Portal. The furniture manager* will assess whether the furniture/inventories can be reused, repaired, and used by other units in the municipality. The repair costs will be covered by the unit that uses it. Furniture/equipment that cannot be repaired or reused must be recycled.

This procedure is in accordance with the adopted strategy for the circular economy. This can be found in the internal web portal tool at ([link to tool](#))

*The municipality's furniture manager is currently only responsible for the reuse warehouse and the Reuse Portal. Until further notice, responsibility for the reuse/use/new process lies with the section manager.



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