

List of Furniture and Equipment Items

The following items should normally be charged against the approved provision for furniture and equipment in a capital project. Items not on the list may be charged to the provision for building construction of the project.

1. Loose furniture - chairs, tables, desks, bookcases, filing cabinets, movable partitions, closets, cupboards and lecture theatre seating, *etc.*
2. Equipment for office use - photocopiers, telephone sets, fax machines, typewriters, printing machines and computers, *etc.* Trunking and cabling (e.g. conduit coaxial and optic fibre) for network and telephone system should be charged to building.
3. Equipment for academic use - projectors, audio mixers, visualizers, microphone sets and writing panels, *etc.*
4. Domestic type appliances - cookers, refrigerators, microwave ovens, water boilers, washing machines and dryers, *etc.* (but not industrial type catering equipment which should be charged to building).
5. Others - building maintenance equipment (except gondolas which should be charged to building), vending machines, lockers, sports equipment, blinds, curtains, low level or free standing demountable partitioning, signs, name plates and notice boards, *etc.*
6. Residential furniture for staff quarters and student residence.