



### C. Furniture Layout and Purchase Request

Final phase in the preparation of Architectural Plans is the preparation of Furniture Layout needed per required space. This is essential in the completion of projects since subject PR will be vital in the procurement of said furniture supplies for the total look.

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	QC Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter from Departments\End user		Prepared request letter from Departments\End -User		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project	N/A	1 hour	City Architect & Administrative Support Staff
	1.3 Coordinates with concerned Department/End-user as to requirements	N/A	2 -3 days	Senior and Junior Architects
2. Client will provide information regarding the project: - Space requirements - No. of Personnel, etc	2.1 Conducts ocular inspection and survey study	N/A	2 -3 days	Senior/Junior Architects, Engineers & Administrative Support Staff
	2.2 Prepares layout for presentation and approval of end-user	N/A	5 - 15 days	Junior Architects & CAD Operators
	2.3 Canvassing of furniture	N/A	2- 3 days	Senior/Junior Architects and Administrative Support Staff
	2.4 Preparation of purchase request and inventory of furniture	N/A	5-7 days	Administrative Support Staff



	2.5 Transmits layouts, and purchase request to the Office of the City Mayor, through the Chief-of-Staff for approval, subject to the availability of funds	N/A	1 day	Administrative Support Staff
	<b>TOTAL</b>		<b>37 Days</b>	