

**Johnsburg School District 12**

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To Whom It May Concern:

When choosing furniture for school, you should consider the following guidelines:

- **Safety:** The furniture should be sturdy and stable, it should have rounded edges and corners, and comply with fire safety regulations
 - Fire Rating- Please check for proper fire rating when purchasing furniture to be used at school. All proposed furniture must meet flame resistance and cleanability standards.
 - Durability:** The materials used and how they will be affected by the school's conditions.
- **Durability:** The furniture should be sturdy and capable of withstanding frequent use.
 - Will it clean/disinfect easily and withstand daily, repetitive use?
 - Will it hold up against zippers, buttons, shoes, and backpacks?
 - Weight capacity: Whether the furniture can safely support the weight of students.
- **Comfort:** The furniture should be ergonomic and support proper posture.
- **Purpose:** The furniture should be suitable for the age and needs of the students.
- **Flexibility:** The furniture should be easy to reconfigure and adjustable for height as necessary.
- **Certifications:** The furniture can be reviewed for certifications like GREENGUARD or BIFMA, which indicate that it meets certain standards.
- **Manufacturer:** The manufacturer should have a proven testing process and good customer service.

All furniture purchases must be approved by your Principal and Operations Director; please send proposed furniture specifications before ordering. Any used furniture that you would like to bring in must go through the same process.

Here are some vendors that the District recommends when purchasing classroom furniture:

- Cabay & Company, Inc.
- Demco
- Discount School Supply
- Palmer Hamilton
- Really Good Stuff
- School Specialty

Here are some vendors to avoid when purchasing classroom furniture:

- Amazon
- Wayfair