

# Memorandum

San Francisco Police Department



**To:** Captain Christopher Pedrini Star#1204  
Commanding Officer  
Administrative Services

**From:** Anthony Tave  
7262 Maintenance Planner

**Date:** Tuesday, September 27, 2016

**Subject:** Approval to accept a donation of furniture

APPROVED	YES	NO
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

**Issue:**

Authorization for San Francisco Police Department to proceed with accepting a donation of furniture from Galindo Installation & Moving Services (GIMS)

**Discussion:**

The Facilities unit was approached by the owner of GIMS regarding the condition of our current furniture throughout the department. The department is currently making the best use of 25 year old TAB furniture that has been circulated throughout the department. Based on past purchases, the facilities unit is estimating that the department will need approximately \$800,000 to replace the furniture at the stations. The station furniture has been recycled throughout the years disposing of items that were broken or financially unfeasible to repair. Facilities has made the best use out of the furniture by disassembling and reassembling furniture as needed, but after the last move from the fourth floor to the fifth floor at the Hall of Justice much of the furniture in good condition remains in use and remaining parts have been stored at our Treasure Island facility.

According to the City and County of San Francisco Controller's office, the TAB furniture that is being used across the department has surpassed its useful life two fold, based on a seven year life cycle for office furniture (attached).

GIMS has put an \$18,770.00 value on the donated items which are as follows;

- 1) 25 used two tier lockers in excellent condition, value \$265/locker, total \$6,625.00
- 2) 8 storage shelving units in excellent condition, value \$295/unit, total \$2,360.00
- 3) 1 used conference table, value \$895/unit, total \$895.00
- 4) 4 wardrobe storage cabinets, value \$675/cabinet, total \$ 2,700.00

5) 3 used cabinets, value \$780/cabinet, total \$2,340.00

6) 22 used office chairs, value \$175/chair, total \$3,850.00

Total donation value: \$18,770.00

The 2013 Facility Evaluation and Standards Report recommended the department stations were in need of space planning which would include a closer look at the space utilization and configurations that promote individual work, group work, and team work settings. The 1942 assistant materials coordinators have been asked to look at ways to optimize the space at the stations. They have identified where that the donated furniture can be best utilized.

The stations and areas that can directly benefit from this donation are;

1. Tenderloin office spaces
2. Richmond office spaces
3. Taraval report writing
4. Park Report writing
5. Northern Offices
6. Central office spaces
7. Range offices
8. HOJ office spaces and conference tables
9. Academy Lockers
10. Crime lab and Photo ID Could benefit from the steel Shelving

(Attached pictures of furniture)

**Conclusion:**

The department can utilize this furniture by installing it at the stations. If the department chooses to add this newer furniture there will be less impact to the operations as the older furniture continues to degrade and fail. The acceptance of this furniture also furthers the City's Zero Waste program through the department of environment by reusing furniture that otherwise will be thrown away. This furniture will allow for the department's Fiscal division and Facilities unit to allocate budget specifically to incremental furniture replacement over a seven year period as suggested by the City and County of San Francisco Controller's office.

**Recommendation:**

I recommend that our department accept this donation of furniture through the appropriate approval process.

