

	PHASE/TASK	RESPONSIBILITY				
		RAW	Dealer	GSA	VA	GC
	Systems Furniture					
1	Provide existing furniture CAD plans			*	*	
2	Provide approved space plan			*	*	
3	Field verify existing conditions and base feed locations	*				
4	Create inventory list	*				
5	Create new workstation typicals		*		*	
6	Approve new workstation typicals				*	
7	Create furniture plan based on Agency space plan	*				
8	Create panel plan		*			
9	Create Furniture component plan		*			
10	Create Voice/Power/Data plan - ID new vs. extg base feeds	*				
11	Approve Furniture and V/P/D Plans			*	*	
12	Create Furniture Design Guide SOW				*	
13	Create and issue Furniture Bid				*	
14	Evaluate and compare bids				*	
15	Award bid				*	
16	Field verify existing conditions and base feed locations		*			
17	Create installation plans		*			
18	Coordinate lock and keying plan with dealer				*	
19	Review installation plans for conformance with space plan				*	
20	Adjust installation plans as required		*			
21	Adjust / install outlets as required					*
22	Install systems furniture		*			
23	Install new locks - keying as required		*			
24	Electrical hook up					*
25	Data cable installation and hook-up					*

PHASE/TASK		RESPONSIBILITY				
Freestanding Furniture		RAW	Dealer	GSA	VA	GC
26	Advise on desired existing furniture to be reused				*	
27	Field verify existing conditions and outlets	*				
28	Inventory items to be reused	*				
29	Create inventory list	*				
30	Locate reused freestanding furniture on Furniture Plan	*				
31	Create Voice/Power/Data plan - ID new vs. exstg outlets	*				
32	Cross reference Furniture Plan to Inventory List	*				
33	Create Furniture Design Guide SOW for New Items				*	
34	Create and issue New Furniture Bid				*	
35	Evaluate and compare bids				*	
36	Award bid				*	
37	Field verify existing conditions		*			
38	Create installation plans / new furniture		*			
39	Review installation plans for conformance with space plan				*	
40	Adjust installation plans as required		*			
41	Adjust / install outlets as required					*
42	Install new freestanding furniture		*			
43	Secure and stage reused furniture			*	*	
44	Install reused existing freestanding furniture				*	
45	Re-key existing furniture locks if required				*	