**ACCESSIBLE FURNITURE**

**Description:** The nature of certain disabilities requires certain types, or placements, of furniture to access the physical learning environment. Accessible Furniture works with the Facilities Management office to ensure and monitor the placement of this furniture.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each semester.

 1. Complete the online Accessible Furniture request.

 2. If your furniture is not in place during the first week of class, contact the Accessible Furniture Coordinator.

 3. Let the Accessible Furniture Coordinator know if problems with furniture arise throughout the term.



**1. Complete the online Accessible Furniture request.** Prior to the beginning of each term, you will receive an email with a link to the online request form for accessible furniture. Please ensure you complete the form by the deadline stated in the email. If you are unable to submit the request form online, please contact the Accessible Furniture Coordinator.

**2. If your furniture is not in place during the first week of class, contact the Accessible Furniture Coordinator.** If you submitted the online form by the deadline, on the first day of classes your furniture will have a reserved sign with your initials. However, if you submitted your request after the deadline, please allow a week for the furniture to be placed and notify the Coordinator if it is not in the classroom.

**3. Let the Accessible Furniture Coordinator know if problems with furniture arise throughout the term.** If you arrive to class and the furniture has been moved, please ask the instructor for assistance. If the problem persists, please contact the Accessible Furniture Coordinator immediately.

For all questions and concerns regarding Accessible Furniture please contact:

**Accessible Furniture Coordinator**

**asfurniture@csueastbay.edu**

**510-885-3868**