Education

Make your space work®



FURNITURE BUYING TIMELINE



PLANNING

9+ Months Out

- Assemble an A+ team to kick off the buying process
- Gather your planning team to brainstorm
- Meet with your local school board to build a budget and funding plan
- Decide what vendor works best for you



FINALIZE ORDER

5-7 Months Out

- Finalize which products work best for your space
- Review furniture quotes
- Work together to present a Board proposal
- Checked all the boxes? Submit your order



INSTALLATION

Installation Month

- Have a removal plan for old furniture once your new solutions arrive
- Your vendors will help ensure the installation of your new product is done properly and
- Encourage teachers and maintenance who are using the products to understand how their furniture functions

Start Here!



CONVERSATIONS

8 Months Out



PREPARATION

1-4 Months Out

- Clean and prepare your education space for
- Sit down with your vendor and confirm how the product will be set up when it arrives
- Confused about how best to use your new products
- See your vendor
- Monitor construction timelines and milestones to make sure that when your furniture arrives, the building will be ready



POST INSTALLATION

- Enjoy watching your students create and connect in their new classroom
- Review products and features with your teachers and train them on the new learning strategies enabled by the furniture
- Don't forget to ask your sales rep follow up questions
- Build a collection of best practices for the next project your school has
- As your furniture starts to see wear and tear over years of use, utilize your furniture warranty



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TIPS & RESOURCES



