

Furniture Requests

Furniture purchased at Bowling Green State University should be facilitated through one of the University's three contracted area furniture vendors (American Interiors, NBS Commercial Interiors, and FriendsOffice). Each building on campus is subject to interior design and furniture standards facilitated by Campus Planning, and purchasing from one of our contracted vendors ensures that your furniture purchase meets your building's standards.

Instructions on Furniture Requests

If you are in need of...

Multiple pieces of furniture (to furnish an office, common space, etc.):

Submit a [Project Request Form](#) that will be routed for approval through Campus Planning

A single piece of furniture (such as an office chair):

Contact Jacob Konecny (contact info on page 2). Demo chairs are available for testing at the Central Services Building (816 E. Poe Road, Bowling Green, OH 43403).

Repair of an existing piece of office furniture:

Complete a [Furniture Repair Request Form](#) and email the completed form to Jacob Konecny (contact info on page 2). A dealer will be contacted for their review and recommendation.

A piece of furniture needed to meet accessibility needs:

Contact BGSU Accessibility Services (access@bgsu.edu, 419-372-8495).

An ergonomic assessment or chair adjustment:

Contact Bess Huyghe (contact info on page 2).



Need Help? Contact us!

Request a Quote/Purchasing Questions:

Jacob Konecny

Procurement Specialist

Business Operations

1851 N. Research Drive

Bowling Green, Ohio 43403

p. 419-372-8395

e. konecnj@bgsu.edu

Request an Ergonomic Assessment or Chair Adjustment (*after receipt of chair*):

Bess Huyghe, MSOH, AHES

Sr. Industrial Hygienist

Environmental Health & Safety

1851 N. Research Dr.

Bowling Green, OH 43403

P: 419-372-9601

e. bhuyghe@bgsu.edu