



**HOUSE OF ASSEMBLY
Newfoundland & Labrador**

**Standard Office Furniture, Equipment and Services Package
for Members of the House of Assembly
and Constituency Assistants**

(effective June 1, 2010)

The Office Furniture and Equipment package for Members and Constituency Assistants includes:

1. Office Furniture:

- One L-shaped desk, wood, veneer
- One credenza, wood veneer
- One bookcase, wood veneer
- Chair, executive (high/low back) with wheels
- Six visitor chairs
- One L-shaped workstation with hutch
- One chair with wheels
- One TV stand
- One coffee table for waiting area
- Two lockable four drawer lateral/vertical filing cabinets
- Three wastepaper baskets
- Two recycling boxes
- Three coat racks
- Water cooler
- One wall clock
- Stand for combination unit (Printer/Fax/Copier/Scanner)
- Stand for printer

2. Equipment:

- One photocopier
- One scanner
- One facsimile OR a combination photocopier, scanner and facsimile machine
- Two desk-top printers
- Cross-hatch shredder
- One 20 inch television
- One VCR or DVD recorder or one combination unit
- One camera and accessories
- Two calculators
- Three computers, including accessories
- Two telephones for constituency office
- One telephone for Member's residence (if requested)
- Two cell phones or blackberries

Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly, to a maximum of \$500, with the Clerk to report all such approvals to the Commission.

3. Services

- Telephone services for Constituency Office:
 - Message manager
 - Call display
 - Long distance plan
 - 1-800 number (if requested)
- Telephone services for Member's residence:
 - Message manager
 - Call display
 - Long distance plan
- Cell phone or blackberry services:
 - Message manager
 - Call display
- Facsimile service:
 - The installation and maintenance of a facsimile line
- Internet and intranet services:
 - Access provided through the government network (where possible)
- Cable service:
 - The installation and maintenance of the most basic channel package which includes local news channels and the House of Assembly broadcast channel. Satellite services are not permitted.
- Calling card:
 - A Member and his/her constituency assistant are entitled to a calling card, if requested.