Machabee Green Purchasing Instructions

*Note: These instructions are to aid you in purchasing green office furniture supplied by Machabee. You may still purchase any product found on Machabee’s website or quoted you by one of their representatives. You are NOT limited to only those products with environmentally sensitive attributes.*

• Navigate to Machabee’s website [http://machabee.com/furnish.htm](http://machabee.com/furnish.htm)

• At the bottom of the page you will see a listing of the manufacturers that Machabee utilizes.

• Click on the name of the manufacturer to be linked to their website.

• Once you have been directed to a particular manufacturers’ website, you can browse their product offerings by using the menus on the left side of the page or at the top (depending on the website).

• When selecting a product look for information regarding environmental status, recycled content, or green certifications (again, depending on the website).
• For example, if linking to the Steelcase website http://www.steelcase.com/na/ you can perform a search for chairs by clicking on the Product menu and selecting Seating.

• Once you find a chair you like you can click on its picture and a detailed overview of it will be offered. For chairs that are green, an Environmental menu will be available.
• The most efficient way to locate a green office furniture component is to determine your need and then contact your Machabee representative to obtain a quote for a comparable green alternative.

• For assistance in locating a green office product alternative and obtaining a quote please contact Richard Perry at rperry@machabee.com or (702) 263-8800.

• You may also contact your green purchasing team at BuyGreen@unlv.edu or (702) 895-2561 for assistance as well.

* The Purchasing Department is currently working with Machabee Office Environments to provide an easy to use online tool to locate environmentally sensitive office furniture supplied by Machabee. Until then, please continue to contact Richard Perry or the UNLV Purchasing office for assistance in finding green office solutions for your department.