

Ministry of
Furniture

Introduction

to Ministry of Furniture

www.ministryoffurniture.com



Ministry of
Furniture

PEOPLE | EXPERTISE | PERFORMANCE

Experts in Interior Design, BIM modelling, 3D space planning, project management and remanufacturing. Creating inspirational workplace and educational environments. Professional supply and installation of sustainable furniture products.

Situated in our head office and showroom at Metal Box, Neath. Client visits of our new exciting base are now available. Including our existing 11000sq ft remanufacturing facilities.

Ministry of Furniture is the furniture business that emerged from Remploy, and is an awardee on the NPS framework for Wales.

We are passionate about our company and we love what we, for any help and advice please get in touch.

Professional experts in...

- BIM & CAD modelling
- Asset register & product condition report
- BID evaluation
- Product & scheme design development
- Contract management
- Project accounting & management information



Meet the team

Our team are available to support you throughout the course of your project and beyond. Our dedicated Customer Service team have excellent relationships with both our clients and our supply chain.



Graham Hirst
Managing Director



Bobby Lee
Finance Director



Leanne Hirst
Customer Relations Manager



Genella Cosslett
Business Development Manager



Alun Hutchinson
Bids & Contract Manager



Mike Lovett
Installations Manager & Technical Surveyor



Samantha Garnett
Purchasing Manager



Aleksandra Mucha
Business Development Manager



Carys Jones
Head of Design



Caroline Parsons
Head of Admin

Our showroom

Our workplace and education furniture showroom provide an opportunity to meet, collaborate and discuss projects in an inspiring and creative environment.

We love having visitors, demonstrating products and presenting schemes to our clients.



We can create pilot schemes in our sample area and our featured product is always evolving to reflect market trends, teaching styles and interior design styles. Our education showroom features a fitted laboratory and teaching wall which were designed, manufactured and installed by the Ministry team.



Social aims

Ministry of Furniture is a limited business with community and social aims at its heart. We are committed to giving back to our local community, and to the creation of employment opportunities for all.

We pride ourselves on being a Disability Confident Employer. Over many years, we have become experts in the development of people and have seen the positive effect it can have on society. Putting in place apprenticeship and work experience programmes to train, develop, and retain new talent.



Performance:
We strive for excellence in quality, service, reliability and value for money in everything we do and have a desire to always exceed customer expectations.

Expertise:
We pride ourselves on being experts in our field. You can trust Ministry of Furniture to deliver tried, tested, and endorsed products and services that satisfy all legislation and directive guidelines.

Supply Chain

Ministry are a member of Social Firms Wales, through regular communication with their support team we can establish potential supply chain partners.

The Ministry team are all dedicated to our social agenda and can engage and discuss knowledgeably with potential partners. It is our aim to increase the number of social firms on our list to include suppliers of both services and products.

Our Values

We understand their customers' needs, and continuously work to create a corporate culture with fundamental values summarised:-

People:
We are committed to recruiting the right competence, developing quality people and treating everyone with respect.

Armed Forces Covenant

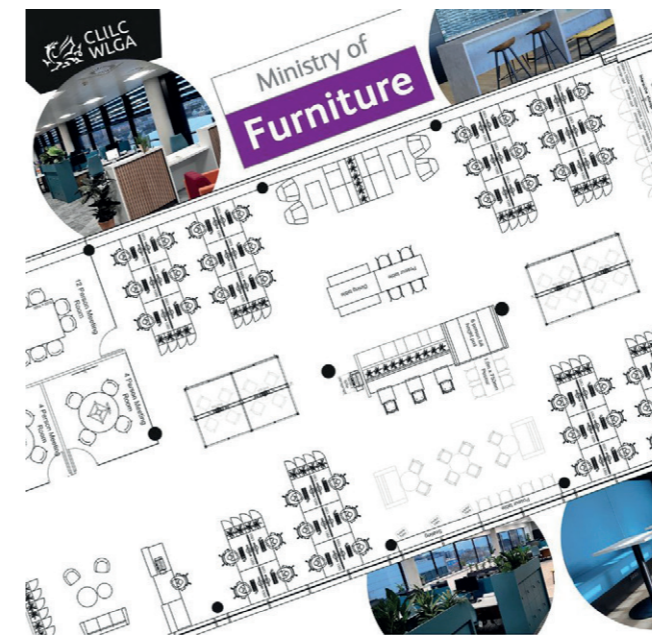
The Armed Forces Covenant is an agreement between the armed forces community and the government. We have officially registered our voluntary pledge to support our employees from armed forces backgrounds, and the warmed forces community.

Project management

We understand that every project is unique. Your environment should be reflective of who you are, what you stand for, and how you work. By understanding you and your brief, we will present and deliver detailed proposals and products that suit your requirements. All our project processes are carefully managed and coordinated using an integrated management system.

We have successfully completed projects by ensuring this system is implemented from the very start of a project, allowing us to effectively manage information that: Enhances communication, improves accuracy, increases productivity, Increases responsiveness and flexibility.

We encourage our clients to work closely with our team from the earliest engagement possible. Communication is key to our method & success.

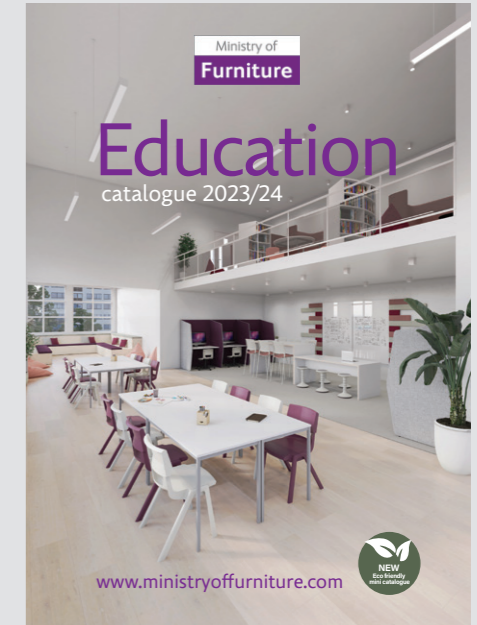


Delivery & Installation

Our qualified installation teams are fully trained in the latest health and safety guidelines, hold valid CSCS cards, wear full branded PPE, are DBS always checked and carry identification. We have our own fleet of commercial delivery vehicles ensuring we can schedule our deliveries as efficiently as possible.

Our collections

Please contact us if you would like to receive a copy of our literature or visit our website to download or view



Education & Workplace catalogues

Our furniture catalogues feature a huge range of products to suit all budgets for all educational facilities, offices, workplaces and hospitality environments.



Fitted Furniture catalogue

Our Fitted Furniture catalogue contains our manufactured 'Vector' products suitable for science laboratories, design and technology classrooms, ICT suites, teaching walls and storage walls.

Furniture supply

As well as manufacturing our own ranges of furniture in South Wales, we're appointed dealers for many prestige brands.



Fitted furniture

Our new range of fitted furniture has been designed predominantly to meet Design Building Bulletins for secondary schools' science and technology classrooms, teaching walls and storage walls.

All products are manufactured in our factory in the Swansea Valley and fitted by our highly skilled team, keeping skills and investment in the Welsh economy in the process.

The extension of our offering into fitted furniture complements our existing offering, designed to support the construction industry from concept to completion.



Manufacturing

At our factory in the Swansea Valley we have CNC and edge banding machinery which enable us to manufacture and remanufacture furniture products for all projects.

This technology combined with staff expertise allows us to design and manufacture teaching, media & storage walls, fitted kitchen areas, technology classrooms, cloakroom/storage areas, perimeter bench systems, breakout furniture and bespoke remanufactured lockers.



The National Procurement Service

We are proud to be a framework supplier for The National Procurement Service (NPS) for Wales which has been set up to enable the Welsh public sector to collaborate more closely in procuring goods and services. We are members of FIRA, with two Ministry Directors having directorial.

Our Clients

We are proud to have completed manufacturing projects for the Welsh Government, City and County of

Swansea, Carmarthenshire Council, RCT Council, Swansea University, WRU, Kier, Morgan Sindall, Swansea FC, Cardiff FC, Mid & West Fire Service, Thomas Carroll and NPT Council to name just a few.

What We Offer

We manufacture, remanufacture and supply furniture solutions to schools, offices, cafes, leisure facilities, councils, public sector and private sector organisations, being mindful of our important part to play in the future Generations Act by following a sustainable direction and true Circular Economy approach.

Remanufacturing & Sustainability

Ministry of Furniture is dedicated to supporting the circular economy and is one of the leading businesses in embracing remanufacturing in Wales.

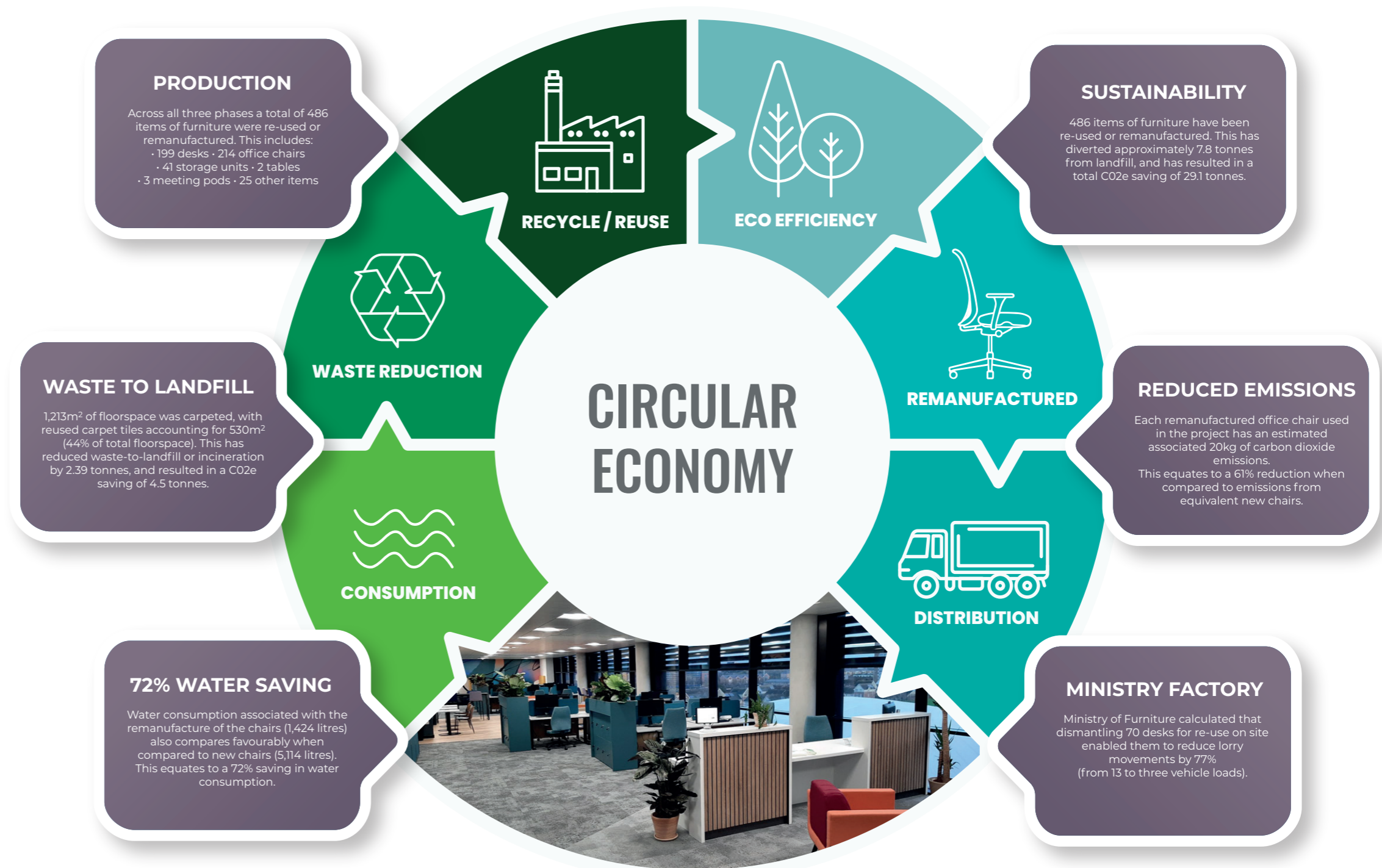
Embracing sustainable procurement can lead to outstanding solutions, reduce waste to landfill, and ultimately have significant impact. We strive to work with suppliers who are entirely focused on their impact and responsibility to the environment.

With the ever increasing squeeze on budgets, Schools, Colleges and the public sector all over the UK are looking to make better use of existing materials. Ministry of Furniture have introduced a new service allowing us to take existing legacy furniture stock and turn it into something brand new and amazing!

We can recycle or up-cycle a huge range of products

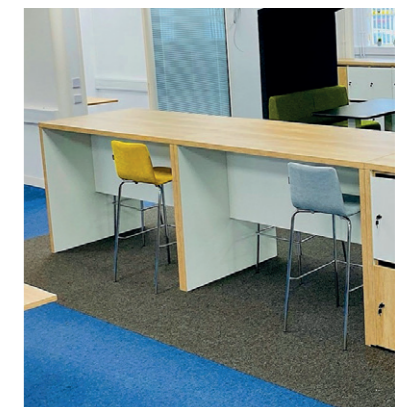
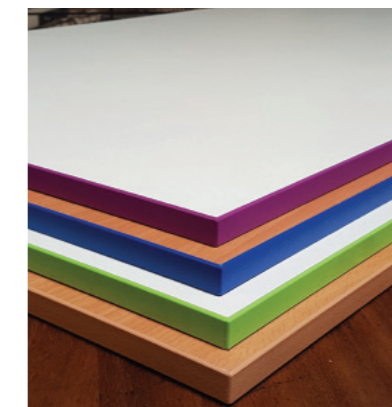
The cost of recycling furniture is nearly the same as it is to send it to landfill. Although the process of recycling is very labour intensive, landfill costs are on the rise and our duty to look after our environment is increasing. Organisations are being put under increased pressure to be responsible about how they dispose of their unwanted items.

Ministry of Furniture offer a furniture recycling or up-cycling service. We offer prices per item and can also offer discounts for bulk requests.



We provide a range of re-manufactured and up-cycled products...

- Desks
- Table tops
- Benching
- Lockers
- Seating
- Storage
- Floor tiles
- Ceiling tiles



Workplace & Leisure furniture

Ministry of Furniture are suppliers of a full range of workplace & leisure furniture for offices, workspaces, leisure /events venues and hospitality environments

For the full range of workplace furniture go to www.ministryoffurniture.com/workplace



Operator chairs, office desking, bench desking, meeting tables, reception counters, soft seating furniture, coffee & dining furniture, outdoor bistro furniture, lockable storage products, visitor seating, pods & booths and much more.....



Education furniture

We are suppliers of a full range of education furniture suitable for early years, primary, secondary, further and higher education facilities.

For the full range of workplace furniture go to www.ministryoffurniture.com/education



Classroom tables, Science tables, class room chairs, folding chairs, visitor seating, storage, poly chairs, stools, high chairs, modular benching, pods & soft seating, ICT chairs and much more...



Design studio

Our professional design team are experts in interior and graphic design, with a passion for creating inspirational and exciting environments for learning, working & leisure.

The design team use their knowledge and experience in product specification, BIM space planning / interior design and graphic design to create spaces to inspire clients and help achieve their desired workplace or educational environment.

Ministry's team of multidisciplinary designers are not only qualified in their field, but are experienced in working alongside end users, novated contractors, architects and designers to provide guidance and assistance where required.

We will have as much or as little involvement in the planning process as you require, from initial concept to project completion and all the elements in between – our designers will be there to support you every step of the way.



We offer the following in-house design services:

- Consultation
- Site surveys
- Space planning
- Technical drawings
- 3D visualisation
- Animation walkthrough
- BIM modelling
- FF&E specification
- Design proposals
- Mood boards & colour schemes
- Budgetary guidance
- Product recommendations
- Technical Specification
- Product Mock-ups
- Photography
- Rebranding
- Supporting graphic design & illustration
- Marketing materials
- Fitted furniture design
- Production drawings

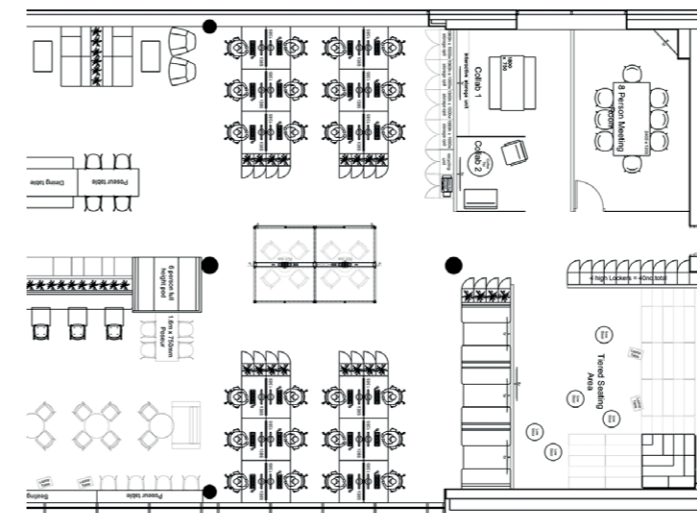
Our Process

All our project processes are carefully managed and coordinated using an integrated management system & BIM space planning. Applying these processes from the earliest stages of consultation through detailed design, and project completion is essential to the success of our projects.

Planning & development	Design spec & decisions	Procurement & installation	Sign off & hand over
<ul style="list-style-type: none"> • Initial design consultation & strategy planning • Audit of existing legacy FF&E - discuss options for remanufacturing • BIM space planning • 2D / 3D design concepts & colour schemes • Full FF&E specifications 	<ul style="list-style-type: none"> • Final presentation of full 3D & 2D design visuals of all areas • Detailed product & FF&E specifications - including product data sheets • Sign off all colour schemes 	<ul style="list-style-type: none"> • Furniture schedules • Compile tenders and budgets • Project management team to co-ordinate with on-site teams • Delivery & installation of all furniture • Waste disposal management 	<ul style="list-style-type: none"> • Installation and furniture product checks • Fitted furniture & room layout inspections • Hand over and completion review • Finalised and completed O&M manuals and warranty documentation

Transform your space

Whether it's a full-scale new build or a single room refurbishment we can help. We've worked with hundreds of clients including contractors, councils, MATs, independent schools, and public schools.



Building Information Modelling (BIM)



Legacy Surveys

When it comes to legacy furniture, we carry out an assessment of each working legacy item to determine if it shall be re-manufactured, recycled or replaced with new.

Legacy Integration

Each legacy item chosen forms the basis for the integration design to ensure the smooth transition from old to new.

Clash Detection

By working closely with the architects, structural engineers, MEP engineers and other professionals we integrate into the BIM process for clash detection.

Design studio

Interior design

Ministry's interior design team are literate in the latest design software; Revit, AutoCAD, 3DS max, Enscape and Adobe Creative Suite, meaning we can offer a full design package in a variety of presentation formats.

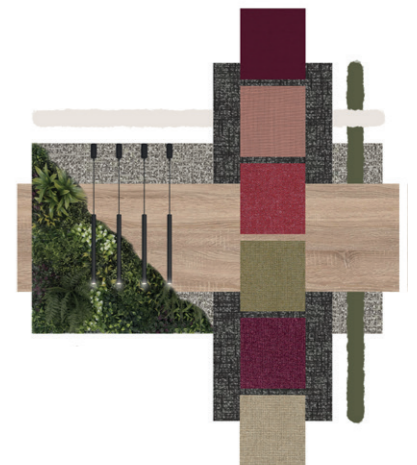
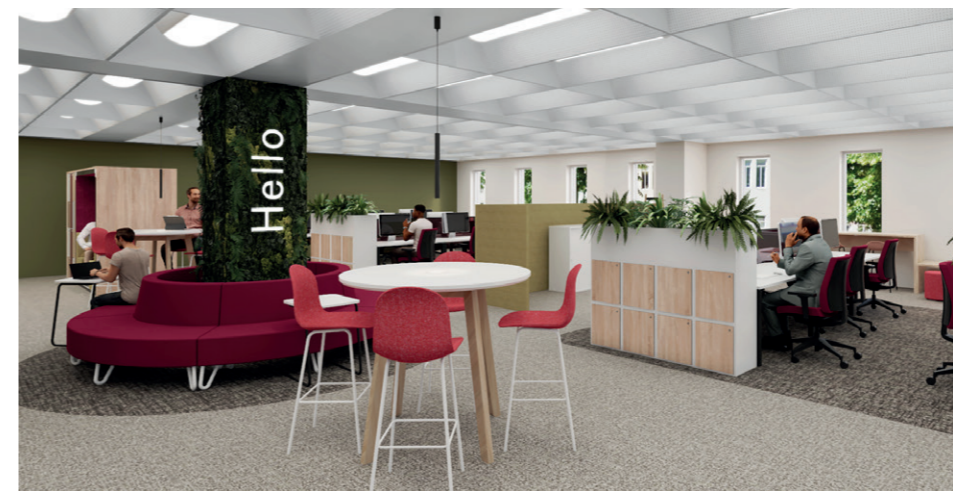


A successful design works well within the workspace provided. Encouraging productivity, inspiration, creativity and motivation.



Graphic design

Within the design studio we also have a team of qualified graphic designers, experts in Adobe Creative Suite, who create inspiring wall graphics and illustrations to compliment interior design schemes and projects.



Workplace case study

One Canal Parade, Welsh Local Government Association



“ We are really pleased with the completed project at One Canal Parade. The team at Ministry of Furniture helped us realise our vision. Ministry’s remanufacturing capabilities enabled us to minimise waste from redundant furniture. Our staff love the lockers made from our old desks and they look great. ”

Chris Llewelyn, Chief Executive at WLGA



system so staff receive their calls directly through their surface laptops whether at home or in the office. All desks and touchdown spaces have monitors with built in web cameras for maximum efficiency and flexibility.

The wall graphics and signage designed by our team perfectly complement the interior aesthetics reflected in the paint, carpets and furniture finishes. Our Interior Design team designed and co-ordinated all elements of the fit-out in addition to the furniture specification.

A phased approach to this substantial project was adopted to ensure a rolling program, with the largest area WLGA then WCVA and TNLCF and shared space finishing off the scheme. The

initial phase of the project included a design brief, consultation with staff and basic space planning, with 3D visuals and mood boards being of utmost importance prior to the scheme going ahead. Following an initial period of legacy furniture audit and desk dismantle/clearance, the main project began.

This project was a great opportunity for Ministry and MTIB to demonstrate the social and sustainability benefits that can be achieved when public sector organisations practice ethical procurement with remanufacturing at the heart of the design. We are grateful to WLGA, WCVA, Data Cymru and the National Lottery Community Fund for working with us.

Wales Council for Voluntary Action (WCVA), The National Lottery Community Fund (TNLCF), Welsh Local Government Association (WLGA) and Data Cymru relocated their Cardiff sites to the fourth and fifth floors of One Canal Parade on Dumballs Road, Cardiff.

We were appointed to design, specify and project manage the fit out, supply of furniture and graphics for all areas working closely with our client teams and Merthyr Tydfil Institute for the Blind.

The brief was to create a flexible workspace which fully supported blended working and encouraged

colleagues to work together when in the office. To support agile ways of working we specified private one to one pods, collaborative booths with teleconferencing technology to facilitate online meetings, and semi enclosed group working or informal meeting spaces. It was important that our design included different zones to meet the varied working styles adopted by WLGA.

The formal meeting rooms feature Moka Felt meeting chairs which are made from recycled PET plastic bottles.

Desking, lockers and planters were made from legacy furniture stock within WLGA and WCVA’s current assets with new soft seating and collaborative furniture areas complementing the overall design. New furniture ranges were specified from Nomique who support MTIB as their primary supplier

of soft seating frames. Responsible procurement and supporting the circular economy were highly important to all organisations involved in this project. Carpet was supplied by Green Stream Flooring who are also a business with social aims.

Our design team created a central fitted teapoint with both poseur height and low level furniture. The combination of sofas and bar stools offer a variety of styles and areas to meet, work, collaborate or enjoy a break with colleagues. The Hemp Fine bar stools are made from materials of hemp and resin, this range is 100% biological and recyclable, something which has never been possible before.

The technology adopted by all four organisations fully enables blended working. There are no fixed desking positions and no telephones on desks. They have adopted a digital telephone



Workplace case study

Caerphilly County Borough Council



In collaboration with Merthyr Tydfil Institute for the Blind (MTIB) we are the preferred furniture suppliers to Caerphilly County Borough Council

This contract allows public sector organisations to benefit from working with Welsh manufacturers with social aims and expertise in remanufacturing and the circular economy.

We recently engaged with the facilities team at Caerphilly County Borough Council to refurbish their dining space at Penallta House in Tredomen.

Agile working space

Since the pandemic, the majority of public sector staff have been working from home but are now encouraged to work from home and the workplace.

In order to facilitate this, the team at Caerphilly County Borough Council have introduced an "agile working space". This space has been designed to enable collaboration, touchdown working and informal meetings as well as providing a pleasant environment to spend lunch breaks.

Give Back Scheme

Our give back scheme offers a percentage of all our projects back to the client to allow them to plant oak trees in a location of their choosing within their county.



Circular Economy

We reclaimed existing furniture within the council's stock to remanufacture lockers for the new space. We also provided comfortable soft seating areas, meeting booths, touchdown poseur tables and private corals for solo working.

RHA Housing Association

RHA is a Housing Association based in Rhondda Cynon Taf. They are one of the oldest Associations in Wales - their mission is to provide quality homes, regenerate communities and improve lives.

Workshed is a community work space, offering the hire of a fully serviced and supported workplace, with individual desk space, meeting rooms, refreshments and access to a local business network. Workshed offers a friendly and supportive setting, perfect for independent workers, community businesses and anyone who wants to work in a vibrant, warm and inclusive space.

The Workshed is a new venture for RHA and was developed in response to Welsh Government's ambition to offer people more options and choice in their place of work. RHA see local shared working spaces as an opportunity to rejuvenate local business and support local high streets.

We engaged with RHA on the Workshed project to provide loose furniture and biophilic design elements such as the green wall and graphics. We designed the space to fulfill the clients brief, ensuring the scheme complimented their brand guidelines and vision. We specified products and finishes to create a space that is both functional and aesthetical pleasing.



“Ministry of Furniture worked with us to realise our vision. They supported us to design a beautiful space which is a pleasure to work in and even went as far as to provide much needed furniture to make our new community space warm and welcoming.”

RHA Housing Association



Education case study

Y Twyni, Swansea University



Situated on Swansea University's prestigious Bay Campus, the two-storey 2,600m² H-shaped temporary teaching building offers eight spacious teaching areas for up to 2,000 students, and space for the Student's Union.

The comprehensive interior fit-out includes folding partitions to create flexible spaces, lecture suites, PC labs and quiet zones.

The building, officially named 'Y Twyni' (meaning The Burrows), was procured from Wernick Group, and was built 'offsite', using the latest innovations in modular design and build.

Working with the team at Swansea University, we created an interior design scheme and space planned all areas. Our Design team supplied concept images to enable the project team to visualise how the completed project would look. We also specified suitable furniture ranges and provided samples to ensure products exceeded clients expectations.

Within the scheme we supplied products manufactured by Ministry of Furniture in our Ysalyfera production facility in the Swansea Valley as we all as products from our supply chain of well-established furniture suppliers.



CISM Building, Swansea University



The Centre for Integrative Semiconductor Materials (CISM) building is located at the heart of Swansea University Bay Campus within the engineering quarter.

The building is three stories covering 4,320sqm of clean room, research and office facilities. The building uses sustainable, energy efficient building techniques and renewable energy technology including solar PV and heat recovery. The project team aimed to achieve a minimum assessment of BREEAM 'Excellent'.

Working with the team at Swansea University and the Kier project team we provided remanufactured value engineered alternatives to the original furniture specification to provide a cost saving for the client and reflect the sustainable ethos of the building. We provided desks and lockers which are remanufactured in our production facility in Ysalyfera, South Wales. The project also featured products from our trusted supply chain partners Senator, Allermuir, Sixteen3 and Vepa.

Education case study

Ysgol St Baruc, Barry Waterfront



Ysgol St Baruc Welsh-medium primary school on Barry waterfront, is a new low carbon building with a host of innovative teaching aids. Facilitating up to 420 pupils, the school replaces its old Victorian premises, which offered only half the capacity.

The school is the latest investment in Welsh-medium education by the council and follows the expansion of Ysgol Bro Morgannwg in 2021. We were appointed by Galliford Try to provide our Vector fitted furniture and loose furniture throughout the new school building.

Working with the team at Vale of Glamorgan Council and Galliford Try we space planned each room, specified products where required, advised on finish selection and provided samples to ensure the team made informed choices to suit their requirements. We also supplied the AV screens for each classroom which are positioned with our Teaching Wall storage units.

Our Vector fitted furniture range is designed and manufactured in Wales by Ministry of Furniture. Within Ysgol St Baruc we have installed Vector units in each classroom to provide storage and sinks. Some classrooms also have integrated fridges and dish washer units. We also provided kitchen units within the staff / PPA room, Teaching Wall units in classrooms, food technology units with ovens and cloakroom benches with hook boards throughout the school.



Pencoedtre High School

As part of Vale of Glamorgan Council and Welsh Government's 21st Century Schools Programme, Pencoedtre High School in Barry is now operating from a purpose built three-storey building which accommodates 1,250 pupils.

Facilities include a dining hall, main hall and courtyard, a sixth form area, an all-weather sports pitch and games courts. We were appointed by Bouygues UK as the FFE supplier of loose furniture throughout the school.



The £34.7 million school transformation was designed to BIM Level 2 and shortlisted for the Constructing Excellence in Wales 'Digital Construction Award'.

Our Design team completed all space planning of loose furniture, working closely with the teams from Bouygues UK, Vale of Glamorgan Council and the school.



Education case study

Cefn Saeson Comprehensive School



Morgan Sindall Construction were selected to build a £27 million new home for Cefn Saeson Comprehensive School in Neath, South Wales.

Neath Port Talbot Council commissioned the project as part of its Strategic School Improvement Programme (SSIP). The work is being delivered under the auspices of the Welsh Government's 21st Century Schools Programme.

The school's 900 pupils will benefit from 48 state-of-the-art classrooms comprising creative workspaces, art facilities, and SEND facilities available for students with additional learning needs.

Construction of the new two-storey 97,000 square foot building is now underway. Work is taking place alongside the existing school, which will be demolished upon completion.



Ministry were appointed to undertake the loose furniture modelling, specification, supply and installation by Morgan Sindall working closely with the Neath Port Talbot Council, and representatives at Cefn Saeson School.

Ministry's model was created to comply with BIM level 2 standards, and carefully coordinated with all parties to ensure accuracy throughout the project. Conceptual sketches, renders, and mood board were also created to help bring the vision of the school to life for the client.

As well as loose furniture, our designers were tasked to create custom wall graphics for all subjects throughout the corridors school. In total 20 pieces of bespoke artwork were created for each subject.

Our designers presented ideas and collated feedback from all heads of department to ensure we captured the essence of each subject, and develop the graphics based on this foundation.



“Cefn Saeson is a 21st Century Schools building project, which the council commissioned with the aim of giving our young people the best educational facilities. We were delighted Morgan Sindall appointed a local, furniture supplier with excellent social aims and community benefits.”

Councillor Peter Rees, Cabinet Member for Education, Skills and Culture, Neath Port Talbot Council

Education case study

Abbey Primary School

The new Abbey Primary school development is built on the former Dwr-Y-Felin Lower Comprehensive School and has replaced the former Abbey Primary School which was split across three sites.

The new school boasts an inspirational learning environment which has improved learning and teaching for all. The design has provided learning environments that facilitate a variety of teaching models which are responsive to the diverse needs of all pupils.

Learning spaces throughout the school are helping develop pupil's personal, learning and thinking skills by providing opportunities for independent enquiry, creative thinking, reflective learning, team working and self-management. Breakout areas and larger open spaces will facilitate a flexible approach involving hands-on learning, demonstrations and presentations.

We were appointed by BAM Construction to provide fitted and loose furniture throughout the new building. Our 'Vector' fitted furniture and 'Agilis' slab end touchdown tables are designed and manufactured by the Ministry team in South Wales. Working closely with BAM Construction, Neath Port Talbot County Borough Council and the school's project team we provided space planning, product specification, samples, showroom demonstrations, engagement meetings and advice on fabrics and finish choices.



Our clients

Ministry of Furniture is a successful furniture supplier and manufacturer with years of experience and knowledge within our sector.

We have designed and created the most inspiring educational, workplace and leisure environments for the

Welsh Local Government, Councils, Schools, Universities, NHS, Fire Services, local Police forces and private businesses throughout Wales and the UK.

We are a major contributor on procurement frameworks throughout Wales and the UK with social aims and sustainability at the forefront of our business.

We have had the privilege to work with the following;



Circular economy



Ministry of Furniture is dedicated to supporting the circular economy and is one of the leading businesses in embracing remanufacturing in Wales.

Embracing sustainable procurement can lead to outstanding solutions, reduce waste to landfill, and ultimately have a significant beneficial impact on our environment. For all clients we provide a service allowing us to take existing legacy furniture stock and remanufacture it into something brand new and amazing!

If this is something your business or facility is interested in please take a look at our Circular Economy brochure, printed or digital online versions available, or give our team a call on 01639 812382 to arrange a site visit



www.ministryoffurniture.com

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