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# MOVE STANDARDS

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## Facilities Department

*NOTE: Please remember that moving items is a separate category from preparing a space or spaces for movement into them. This includes minor construction, patching walls, painting walls, etc. This is where the Facilities Department can provide the most help when groups are in need of moving.*

The overall goal of the Facilities Department is to support the Strategic Plan of the college in every way possible. Different groups request help from the Facilities Department when they have a need to move various items, such as desks, file cabinets, furniture, computers, chairs, etc. An overemphasis on any one duty can reduce our ability to effectively support the Strategic Plan.

With staffing dedicated to the operation and maintenance of campus facilities, standards on how to determine which move requests are or are not normal and typical of what the Facilities Department can reasonably be expected to perform are now established as follows:

### **DECISION CRITERIA**

When a move request is sent to the Facilities Department, they will use the following criteria to help them determine if the request is normal and typical as follows:

- How large is the space where the items need to be moved from?
- Exactly what items need to be moved? What is really involved if we move the items?
- Where are they asking that the items be moved to?
- What kind of desk system is in the office? Is it a desk system that Facilities can disassemble and reassemble or does it require an office supply company to move it?
- Are there cubicles involved in the move? Cubicles are normally moved by office supply companies.
- How much time will the move request take to complete?

*NOTE: Overall, each request may require Facilities to check it out in detail before deciding if they can do it. If a move decision is needed, The Director of Facilities will make it.*

### **TYPICAL MOVE REQUEST GRANTED**

Generally, it would be no more than TWO full offices. This includes individual and/or group move requests. This means the items in up to two full offices can normally be moved to another location on campus. If the move request is larger than two full offices, the group requesting the move may need to seek other options to assist them.

For example, Facilities will continue to help with the moving of items associated with the annual faculty office moves.

### **MOVE STANDARDS**

- The Facilities Department requires at least TWO WEEKS notice for all move requests.
- The Facilities Department will furnish boxes to all campus groups who are moving. This includes groups they will and will not be helping to move. All boxes should be promptly unboxed and returned to Facilities after each move is complete.
- As much as possible, follow established Packing Instructions furnished by the Facilities Department.
- The Facilities Department does not box up any items, but requests that the group being moved perform all boxing up work.