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Name:	Office Moves
Policy Number:	3-1028
Origin:	Facilities Management
Approved:	December 2004
Issuing Authority:	Director, Facilities Management
Responsibility:	Manager, Custodial and Administration
Revision Date(s):	December 2007
Effective Date:	December 18, 2007

1. Policy:

Facilities Management is responsible for the moving of furniture and related items within the University. Custodial Services will provide this service as per the following procedure.

2. Procedures:

- 2.1. All departments requesting to have furniture and/or other items moved must submit their request to Facilities Management at least seven days prior to the requested move date stating the move date, contact person and the from and to move rooms. Requests can be made by submitting a request via the Facilities Management web site.
- 2.2. Custodial Services shall oversee the movement of furniture and/or other items from room to room, and from building to building. Vendors /Suppliers will move new furniture or items directly to the room. Contractors will be contracted to move furniture during a project.
- 2.3. The occupant will be responsible for packing all loose items including: personal belongings in desks, all bookcases and filing cabinets contents. The Department/Staff should be packed and prepared to move by the start of the scheduled move day. All breakable and spillable items should be properly packaged and marked "Fragile". Facilities Management will assist with obtaining boxes but it is the responsibility of the mover to get boxes for the move.
- 2.4. The room occupant(s) shall label all boxes and furniture with their name and new room number using masking tape.
- 2.5. The Department moving shall include any special work requests required for the move with the move request. Examples include:
 - a) Items that need to be disconnected from a wall.
 - b) Desks that require dismantling and re-assembly ie: desks with a return.

- c) Removal of keyboard trays.
- 2.6. Removal of doors to allow oversized items passage. It is suggested to use the Web site forms and to sketch out in general on a piece of paper where things go in the new office. The occupant shall use masking tape for labeling and tape the sketch to the door of the new office. The occupant is responsible for removing / moving personal wall hangings and other personal items.
- 2.7. New keys shall be requested by the occupant through Facilities Management.
- 2.8. Facilities Management is not responsible for telephones, computers, or other IT related equipment. The occupant shall make arrangements directly with ITSS with regard to relocation and set-up of IT equipment.

Computer Equipment:

- a) It is important computer hard drives be backed up prior to dismantling.
- b) The occupant is responsible for packing all non University owned computer equipment. ITSS will be responsible for relocation of communications and computer equipment. ITSS must be informed of the moves at least one week prior to the move by the occupant.
- c) Questions concerning the relocation or backing up of computer equipment should be forwarded to ITSS.