

 <p><b>Confederation</b> COLLEGE <b>OPERATING PRACTICE</b></p>	Number: 3-4-02	# of Pages: 2
	Originator:	Facilities Services
	Approved By:	President's Committee
	Effective Date:	94-02-07
	Replaces:	NEW
<b>RELOCATION REQUESTS (FURNITURE/EQUIPMENT)</b>		

## 1 OBJECTIVE

The college facilities and environment are constantly changing with the times. With these changes, relocation of furniture and equipment is necessary for the college to operate efficiently.

## 2 INTRODUCTION

- 2.1 The Facilities Services department coordinates all the moving requests in the college. If the move is large in scope, an outside contractor may be required. All requests must be approved by a dean or senior manager. All requests for moves will be tabled at the Space Committee.
- 2.2 Requests for moves can be made by contacting the Facilities Services department clerk via Microsoft Outlook or Meridian Mail Telephone System. The requester must list all items to be moved to ensure proper equipment and personnel are assigned to the project.
- 2.3 Some moves require coordination with other departments e.g. electronic media such as computers, telephones, etc. The requester must contact the appropriate department for the disconnection before the movers arrive.
- 2.4 Some moves require removal of furniture or fixtures which are physically attached to a wall or floor and not free standing. The requester must identify these items so that a carpenter may be assigned to remove the bolts or screws before the movers arrive.
- 2.5 Facilities Services will notify the requester of a moving date in the event that the requester did not specify a date or a change must be made to the original request.
- 2.6 All items to be moved are to be clearly marked and identified with new location.
- 2.7 Items to be moved must be prepared according to procedure 5.1.

## 3 TYPES OF MOVES

### 3.1 SIMPLE

- 3.1.1 Moves involving desks, bookcases, storage cabinets, lateral and standard file cabinets, boxes, free standing furniture.
- 3.1.2 Simple moves do not require any prior preparation and can usually be accomplished on the day requested as they do not require any coordination with any other department.

### 3.2 COMPLEX

- 3.2.1 Moves involving other departments: computers, phones, tackboards or bulletin boards, room signs, special equipment, photocopier, electrical/plumbing or ventilation.

- 3.2.2 The requester must make the appropriate arrangements with the relevant department to disconnect or move these items.

#### 4 MOVING COSTS

- 4.1 Most moves will be done by Facilities Resources staff during regular hours 7:00 a.m. - 3:30 p.m. If the moves are requested after regular hours, or on weekends, any overtime costs shall be borne by the requester for the move.
- 4.2 Larger or more complex moves which cannot be handed by the Facilities Services Department, shall be tendered out to outside contractors. The Facilities Services department will co-ordinate the move. Outside contractor costs shall be borne by the requester.

#### 5 PREPARATION FOR MOVE

- 5.1 The following chart gives further guidelines and instructions to assist with the move. If these guidelines are not followed the move will not take place and the relocation will be rescheduled.

### RELOCATION REQUESTS CHART

ITEM TO BE MOVED	INSTRUCTIONS FOR RELOCATION
DESKS	<ul style="list-style-type: none"> <li>• Clear off tops</li> <li>• Have computers removed or disconnected</li> </ul>
BOOKCASES	<ul style="list-style-type: none"> <li>• Empty all shelves</li> </ul>
STORAGE CABINETS	<ul style="list-style-type: none"> <li>• All items to be removed</li> </ul>
LATERAL FILE CABINETS	<ul style="list-style-type: none"> <li>• All items to be removed</li> </ul>
STANDARD FILE CABINETS	<ul style="list-style-type: none"> <li>• May remain full</li> <li>• Drawers to be locked</li> </ul>
BOXES	<ul style="list-style-type: none"> <li>• All items to be put in strong boxes no larger than 2 cubic feet (2x2x2)</li> <li>• Boxes can be purchased from local moving companies through your division for approximately \$2 each.</li> </ul>
COMPUTERS	<ul style="list-style-type: none"> <li>• Call Computer Centre for disconnection</li> </ul>
PHONES	<ul style="list-style-type: none"> <li>• Call Computer Centre for relocation</li> </ul>
TACKBOARDS OR BULLETIN BOARDS	<ul style="list-style-type: none"> <li>• Call Facilities Services for removal</li> </ul>
ROOM SIGNS	<ul style="list-style-type: none"> <li>• If sign requires changing, your division must forward a request to Facilities Services</li> </ul>
SPECIAL EQUIPMENT	<ul style="list-style-type: none"> <li>• If too heavy and/or bulky, a contract mover will be required. e.g. grand piano, engines. Requester to arrange.</li> </ul>
PHOTOCOPIERS	<ul style="list-style-type: none"> <li>• Call copy company for relocation</li> </ul>
ELECTRICAL/VENTILATION/PLUMBING	<ul style="list-style-type: none"> <li>• If disconnection and/or reconnection required, call Facilities Services - outside contractor may be required.</li> </ul>