

Southwestern Oregon Community College

AP 5062 Facilities Moving Procedures

1. **Campus Move Procedures:** All individuals involved in a move should review these procedures in advance of the move.
2. **Window of Time:** Each approved move request should include a preferred window of time in which the move is to take place. A two to three week window is optimal to assist Facilities and Integrated Technology Services (ITS) in planning a trouble-free move. In larger moves, a designated coordinator will develop a schedule with Facilities and ITS.
3. **Room Services Assessment:** Planning the move will include consideration of desk/computer locations in the receiving space areas to minimize rewiring and changing services. Existing electrical, data and telephone utilities may be revised if deemed necessary.
4. **Assets Owned by Grants:** Applicable departmental chairperson, administrators, directors, and deans have responsibility for the custody, control, and use of all federal and state property within their departments. Unless specifically directed otherwise by the grant, any equipment and furniture is assumed to belong to the College upon close out of the grant.
5. **Moving Items:** Facilities and/or contracted furniture supply company will coordinate, assemble, disassemble, and move all major furniture. Please do not attempt to move furniture yourself. Individuals must pack the contents of furniture prior to being moved.
6. **Personal Items:** SWOCC will provide all major office furniture items including desks, conference tables, bookcases, etc. as needed. College-supplied furniture will not be substituted by personally owned furniture (desk chairs are an exception). College-provided desk chairs may also go with the individual moving. Individuals are welcome to decorate private offices with personal items such as lamps, photographs, and plants. Personal items must be packed and moved by the individual. Personal decorations are not permitted in common areas including hallways, lobbies, and restrooms.
7. **Point of Contact:** A single point of contact (a move coordinator) should be assigned by the division or department for all moves that include three or more spaces.

Related Documents

APP 6041 Furniture Purchasing

Adopted: April 21, 2021

Southwestern is an equal opportunity educator and employer.