

CCS Administrative Procedure

6.00.01-E Moves and Relocations

Implementing Board Policy [6.10.01](#)

Contact: Chief Administration Officer, 434-5037

1.0 Purpose

Community Colleges of Spokane, recognizing the importance of providing and maintaining quality facilities and infrastructure that enhances the delivery of education and support services to the community, will establish procedures and fees for intra-district office/classroom moves and relocations. CCS will prioritize the preservation of its capital resources to both the maximum benefit of students and return on capital investment.

- 1.1 Moves are work accomplished as a Building Improvement Request (BIR) and will be prioritized in accordance with CCS Procedure 6.00.01A.
- 1.2 Moves will be scheduled in a manner that balances prioritized workloads with student need and faculty/staff work efficiency.
- 1.3 All district moves are subject to this procedure without exception.
- 1.4 The District Director of Facilities is responsible for administering this procedure.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 District Director of Facilities: the administrator responsible for the District Facilities Department.
- 2.2 Director of Maintenance and Operations Spokane Community College (SCC) and Spokane Falls Community College (SFCC): the administrators responsible for the facilities departments on each campus.
- 2.3 Facility: a district owned or controlled property, building or component of that property/building.
- 2.4 Move: transferring equipment, materials and/or other physical aspects of a currently assigned room to another room assigned either permanently or temporarily.
- 2.5 Relocation: a move that is temporary and required given maintenance/repair or to accommodate a safety or other temporary condition. Relocations are managed and budgeted within the Facilities Department and are exempt from this procedure. Moves to accommodate capital construction projects are not relocations.
- 2.6 Building Improvement Request (BIR): Non-maintenance work involving the modification, enhancement, or improvement of existing facilities/sites in support of service delivery, functionality or safety of the learning/work environment.
- 2.7 Work Order: an approved request for services, this document authorizes the completion of a specific task.
- 2.8 Maintenance and Operations (M&O): Funds provided for activities related to the maintenance and operation of state owned and college operated facilities,

including utilities, custodial services, maintenance/repair and preventive maintenance.

- 2.9 Surplus: Equipment, furniture, supplies, etc. that a department no longer needs or has use for. Moving surplus is the responsibility of Central Services. Central Services does not remove garbage or items that cannot be surplus.

3.0 Move Requests

To reduce the disruption that a move can create to the educational process or to worker efficiency, the following steps are required when requesting a move:

- 3.1 Client Responsibilities--At least fifteen (15) calendar days prior to the preferred move date:
 - 3.1.1 Prepare a Building Improvement Request (BIR) in accordance with CCS Procedure 6.00.01-A.
 - 3.1.2 Contact IT Help Desk/Telephone Services to have telecommunication equipment moved (phone/FAX).
 - 3.1.3 Contact the campus/unit Information Technologies (IT) Help Desk and provide requested information.
 - 3.1.4 Contact District Central Services.
 - 3.1.4.1 Dispose of any surplus equipment, furniture, property prior to desired move date.
 - 3.1.4.2 Report new physical location of state bar coded equipment/property.
 - 3.1.5 Contact District Mail Services for new mail stop number and forwarding service.
 - 3.1.6 Contact District Purchasing and report the move of copiers, fax machines, or any other piece of equipment that is covered under a maintenance agreement.
 - 3.1.7 Keep Facilities informed of any changes.
- 3.2 Facilities will advise client of scheduled move date based on maintenance and operation workload priorities and staffing availability.

4.0 BIR Information

Include specific information about the move, including but not limited to:

- 4.1 Preferred date of move.
- 4.2 One-line drawing or map of new location, indicating the exact location of each large piece of equipment/furniture to be moved or located. One-line drawings are available from the campus facilities manager or the Facilities web page, [One-Line Drawings](#).
- 4.3 Building and room number(s) of current and new locations.
- 4.4 A list of equipment requiring specialized handling. This may include, but is not limited to equipment that is large, under warranty, specially calibrated, or safety sensitive. Provide move procedures for each piece of specialized equipment. Note: Facilities does not move telephones or computer equipment, pianos, or safes.

- 4.5 Requirements at new location for any relocated equipment that is permanently attached to the facility (i.e., bulletin board, white board, shelving).
- 4.6 Requirements for new location that may require work to be done in advance of the move (i.e., structure modification, altered wiring). Complete and attach a separate BIR for this work.
- 4.7 Move aids requested (i.e., boxes, crates, covers, packing tape). Facilities will arrange for these to be delivered prior to the move.

5.0 Move Preparation

The following tasks must be completed by the client prior to the designated move day.

- 5.1 Empty and box all items from desks, filing cabinets, bookshelves, furniture, etc. that are to be moved. Those not emptied will not be moved.
- 5.2 Load no more than 50 pounds of material into boxes, but otherwise pack boxes efficiently/tightly and secure with packing tape.
- 5.3 Label all boxes with the new location information (i.e., building and room number).
- 5.4 Pack and move all personal items. Personal items will not be moved by Facilities staff.
- 5.5 Post a copy of the move one-line drawing indicating the exact location of each large piece of equipment/furniture to be moved or located on the back side of the door at the new location.

6.0 Move Completion

- 6.1 Facilities staff will place equipment/boxes according to the designated move drawing.
- 6.2 Facilities staff will rearrange equipment/furnishings once on the day of the move to accommodate the function of the space. Any further requests to rearrange will be accomplished through a new BIR.
- 6.3 After unpacking, occupant must break down boxes and notify Facilities that boxes are ready for pickup.

7.0 Related Information

- 7.1 Administrative Procedure [6.00.01-A Building Improvement Requests](#)
- 7.2 Facilities [One-Line Drawings](#)