

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. Non-maintenance work is considered secondary to these preventative maintenance activities. Consistent with this priority, room moves and relocations will be given secondary priority to maintenance and operation work. Moves will be scheduled in a manner that balances prioritized workloads with student need and faculty/staff work efficiency. All district moves are subject to this procedure without exception.

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 Facilities Department.
- 2.2 Facility: a district owned or controlled property, building or component of that property/building.
- 2.3 Move: transferring equipment, materials and/or other physical aspects of a currently assigned room to another room assigned either permanently or temporarily.
- 2.4 Relocation: a move that is temporary and required given maintenance/repair construction, or demolition, or to accommodate a safety or other temporary condition. Relocations are managed and budgeted within the Facilities Department and are exempt from this procedure.
- 2.1 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.
- 2.2 Work Order: an approved request for services, this document authorizes the completion of a specific task.
- 2.3 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 preventative maintenance.
- 2.4 Move Coordinator: person designed by the appropriate administrator as contact person for the move process.

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 Designate a move coordinator;

- 3.2 At least fifteen (15) calendar days prior to the preferred move date:
 - 3.2.1 Prepare a Building Improvement Request (BIR). For moves directly part of a state funded capital construction project, contact the Facilities Department for a Facilities budget number. See section 4.0, below, for specific information required on the BIR.
 - 3.2.2 Send the BIR to the appropriate college vice president, IEL CEO, or District officer for prioritization. The BIR will then be forwarded to the District Facilities office (MS 1016).
 - 3.2.3 Contact Telephone Services and provide requested information.
 - 3.2.4 Contact the campus/unit Information Technologies (IT) help desk and provide requested information.
 - 3.2.5 Contact District Inventory Services and provide requested information, including
 - 3.2.5.1 Any surplus property proposed for pick up or disposal,
 - 3.2.5.2 Bar coded state equipment/property that will be transferred to the new location.
 - 3.2.6 Contact District Mail Services and provide requested information.
 - 3.2.7 Contact District Purchasing and report the move of copiers, fax machines, or any other piece of equipment that is covered under a maintenance agreement.
- 3.3 Facilities will issue a designated move date based on maintenance and operation workload priorities and staffing availability.
- 3.4 Keep the Facilities move manager informed of any changes in the move plan.

4.0 BIR Information

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

- 4.1 The move coordinator. Facilities will assign a move manager to work with the move coordinator.
- 4.2 Preferred date of move.
- 4.3 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](#).
- 4.4 Building and room number(s) of current and new locations.
- 4.5 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; contact Telecommunications and IT Services (sections 3.2.3 and 3.2.4, above).
- 4.6 Requirements at new location for any relocated equipment that is permanently attached to the facility (i.e. bulletin board, white board, shelving).
- 4.7 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.
- 4.8 Move aids requested (i.e., boxes, crates, covers, packing tape). The move manager will arrange for these to be delivered prior to the move.

5.0 Move Preparation

The following tasks must be completed 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 only through a new BIR.
- 6.3 After unpacking, occupant must break down and mark empty boxes.
 - 6.3.1 Mark boxes loaned by Facilities as "Return to Facilities." Contact move manager for pickup.
 - 6.3.2 Mark boxes to be discarded as "Recycle" and place in the hallway for custodian pick-up.

7.0 Related Information

- 7.1 Administrative Procedure [6.00.01-A Building Improvement Requests](#)
- 7.2 Building Improvement Request form, [CCS #1291](#)
- 7.3 Facilities [One-Line Drawings](#)