

OFFICE AND DEPARTMENT MOVES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. General
Parent Policy:	A36
Approval Date:	April 18, 2016
Effective Date:	April 18, 2016
Procedure Owner:	Director, Facilities and Campus Development

Overview:	Olds College strives to ensure the best use of space based on three criteria; Health and Safety, Operational Effectiveness and External vs. Internal Customer Relations. Specifically, in the case of office relocation, efficient space utilization, and secured information is crucial for strategic operations.
Procedures:	<p>OFFICE/DEPARTMENT MOVES REQUEST PROCESS</p> <p>Request Approvals</p> <ol style="list-style-type: none"> 1. If you are requesting to move into an office space currently occupied by your department/school, you must first submit an Intra-Departmental Office Move Request Form request to your Dean/Director for approval. If you receive approval, the approved document must be sent to Campus Facilities, one week in advance of the move. 2. If requesting a move into an office space that is not currently being occupied by your department/school, you must first submit an Inter-Departmental Office Move Request Form request to your Dean/Director for approval. Your Dean or Director will then seek approval from Campus Facilities. Campus Facilities will review justification for the move and make final decisions based on established move criteria. 3. For entire department moves, a Dean or Director must submit an Entire Department Move Request Form to Campus Facilities. Campus Facilities will review justification for the move and make final decisions based on established move criteria. As this category of move impacts the entire institution, the Director of Campus Facilities and Sustainability will consult with leaders within impacted Divisions. Final authority will remain with the Director of Campus Facilities and Sustainability. 4. For any renovations or wall hangings a work order will need to be submitted to Campus Facilities. Any changes within or between offices must continue to adhere to Space Utilization. 5. When a new employee starts with the College; <ul style="list-style-type: none"> • the appropriate Dean/Director is responsible for filling out an office

request form in the event that an office is required outside of their Department's/School's current allocated spaces

- if the new employee is simply moving into an existing vacant space that is already occupied by the School or Department, IT must be informed in order to maintain the campus office repository. IT should be e-mailed at ITsupport@oldscollege.ca.

Move “Processing” Priorities

1. Any office move request due to immediate security and safety risks and/or health-related risks, or other emergencies will be processed as a top priority.
2. Approved intra-departmental moves require one week's notice to Campus Facilities in order to process and arrange appropriate resources.
3. Single inter-departmental move requests may take up to 2 weeks for processing and approval.
4. Entire departmental moves require an analysis of space utilization on Campus and consultation; therefore, requests may take up to 6 weeks for processing and approval. A moving date will be
5. arranged by Campus Facilities in order to supply notice and arrange resources for the move; as well as, to ensure there is no impact on day to day operations.

Packing & IT Set-Up

1. Packing and moving of office supplies is the responsibility of the mover.
2. If furniture is requested to be moved, please indicate on the office move request form. This will be considered on a case by case basis. Furniture moves are generally outside our Space Utilization Policy. Furniture is designed for and specific to offices, and is the property of Olds College. Furniture is not the property of the employee and/or department.
3. Moving of telephones, computers, printers and other technical equipment will be physically moved by department staff/faculty unless assistance is requested. If assistance from IT is requested, please ensure all critical files have been backed up prior to IT's arrival.

Definitions:

Related Information:

A37 Space Utilization
[Intra-Departmental Office Move Request Form](#)
[Inter-Departmental Office Move Request Form](#)
[Entire Department Move Request Form](#)

Review Period:

3 years

Revision History:

New: April 18, 2016