



Procedure Number: CS 209

Procedure Title: Relocation and moving of Northeast Lakeview College furniture and/or equipment

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit:

Maintenance Unit:

Contact for Interpretation:

- I. Purpose: The purpose of this procedure is to define the process for relocating or moving of Northeast Lakeview College furniture and/or equipment.
- II. Procedure statement:

Relocation or moving of Northeast Lakeview College furniture and/or equipment must be approved by and coordinated by College Services.

- A. All requests must be approved by the Vice President of College before any service can be provided.
- B. Relocation or moving of Northeast Lakeview College furniture and/or equipment must be completed by an Alamo Colleges District approved vendor.
 1. Relocation and/or moving services must be coordinated through College Services
 - a. Costs associated with voluntary relocations or moves are the responsibility of the department requesting the relocation or moving of furniture and/or equipment.
 - b. Northeast Lakeview College employees should not attempt to relocate or move Northeast Lakeview College furniture and/or equipment without the written approval of the Vice President of College.
 - Any employee found to be in violation is subject to disciplinary and/or corrective actions
 - Damage to the College, furniture, or equipment as a result of an employee's attempt to relocate College furniture and/or equipment becomes the responsibility of the employee's

department.

- C. The Office of Risk Management, Facilities, and/or DPS may request or require items to be moved or removed as required by law, code or best practices.
1. Relocation and/or moving services must be coordinated through College Services
 - a. Costs associated with relocations or moves deemed necessary by Risk Management, Facilities, and/or DPS are the responsibility of College Services.
 - b. Northeast Lakeview College employees should not attempt to relocate or move Northeast Lakeview College furniture and/or equipment without the written approval of the Vice President of College.
 - Any employee found to be in violation is subject to disciplinary and/or corrective actions
 - Damage to the College, furniture, or equipment as a result of an employee's attempt College furniture and/or equipment becomes the responsibility of the employee's department.

Attachment:

Originator: Javier Luis Leal

Date Approved:

Last Updated: 7/6/2023

Approved: _____

Title: VP, College Services