

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: F 10.0
Procedure Title: Campus Moving & Relocation Services
Relevant Board Policy:
Originating Unit: PAC Facilities Office
Maintenance Unit: PAC Facilities Office

- I. Purpose: This procedure establishes guidelines for Palo Alto College campus moving services to ensure campus moves are conducted in a timely and organized manner. This policy applies to all Palo Alto College departments and employees.

- II. Procedure Statement:

The PAC Facilities Department is responsible for moving campus property.

- III. All requests must be approved by the Vice President of College Services and Facilities Superintendent before any service can be provided.
- IV. Moving requests should be made as far in advance as possible, because moving services will be provided on a first-come, first-serve basis. However, every attempt will be made to accommodate needed schedules.
 1. Functions covered by this policy include:
 - a. Moving packed boxes within college buildings and property
 - b. Moving of furniture must be coordinated by requesting department with a contracted moving company.
 - c. Excess furniture must have a signed Property Asset Form authorizing facilities to dispose of assets.

- V. All requests must be submitted on the Facilities Online Work Order Request system on the Facilities department subsection of the Alamo Colleges website. Once the request is properly processed, the requestor will be contacted for scheduling and the exact scope of services required.
 1. All requests must include the following:
Anticipated date of the requested move (2 weeks in advance preferred).
 - a. List of items to be moved and location.
 - b. Current location of all affected individual (s) or equipment
 - c. If a fixed asset transfer is appropriate, the department requesting furniture be transferred will coordinate the move with the Central Receiving department.
 - d. All required paper work for Assets will be handled by Department requesting move.

- VI. The following actions will be taken following the receipt of a moving request:
 - a. A facilities supervisor will visit the department to determine the work involved.

- b. If an outside contract move is more appropriate, the Facilities Superintendent will make that determination and ask the department to coordinate the move with the outside moving contractor. The requesting department's budget will be charged for that move.
- c. If an internal move is appropriate, the Facilities department will coordinate the scheduling with the requestor.

Issued May 10, 2016

Approved (signed: Dr. Mike Flores)
President