

Physical Plant Procedures for Office/Department Moves

- Remove all items from furniture that will be moved from the office/department.
 - a. Physical Plant is not responsible for packing items or removing content from inside desks, bookshelves, filing cabinets or any other furniture located in the office/department.
 - b. For safety purposes, Physical Plant will not move furniture until items have been removed by the requestor. For example, if you have a filing cabinet, all contents must be removed before the scheduled date.
- Tag furniture that should be moved. Un-tagged furniture will not be moved.
- Submit a detailed [work order](#) which includes the following: requested completion date and time, location of where each piece of furniture should be moved and placed in the new location. The more detail the better.
- A minimum of two weeks’ notice is required when submitting a request for an office/department move. Actual completion of the requested move will depend on the operations of the Physical Plant. If the completion date differs from the requested date and at least a two-week notice was provided, Physical Plant will communicate with the requestor to schedule an alternate date.
 - a. It is preferred that all office moves occur during the summer or between academic semesters.
 - The preferred time for office moves during the summer is between 6am and 2:30pm, Monday through Friday.
 - The preferred time for office moves during the academic year is between 9:30am and 2:30pm, Thursdays and Fridays.
- If there is viable furniture in your new office/department, please consider using that furniture. It is physically demanding and time consuming to move furniture around campus, and it should be avoided when possible. The more furniture moved the higher risk of damage.
- Personal items should not be left in the office/department. Also, items such as books, wall art, files should not be left in the office/department. Items should be cleared out at the time of the move. All items left in the office/department will be thrown out 10 business days after the office is vacated. Also after 10 business days, if there is furniture left in the office/department it will be processed through the campus [property control process](#).

Other Items to Consider

- For technology needs contact [Computing & Technology Services](#).
- Keys from your previous office must be returned to the Physical Plant Service Center.
- Any new key request must be submitted through a [work order](#).
- Don’t forget to update any directory information.

Change History

Date	Change History
February 6, 2025	New Procedure.

Effective Date: February 6, 2025

Approved by President’s Council: February 5, 2025