

## **Policy #4308**

### **Moving: Changing Department/Office/Laboratory/Classroom Space**

**Date of Current Revision: September 2008**

**Responsible Officer: Associate Vice President for Business Services**

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#### **1. PURPOSE**

This policy outlines procedures for the successful move of a classroom, department, laboratory or office at James Madison University.

#### **2. AUTHORITY**

The JMU Board of Visitors is responsible for university policies and delegates the day-to-day operation to the university president.

#### **3. DEFINITIONS**

##### **Facility Focus:**

Facility Focus is the computerized maintenance management software system used by several JMU departments to track data related to their business function.

##### **Large move:**

A move involving four or more people.

##### **Small move:**

A move involving three or fewer people.

#### **4. APPLICABILITY**

This policy applies to all JMU employees and departments.

#### **5. POLICY**

The JMU offices of Facilities Management and Space Management will coordinate and execute all departmental moves from one location to another.

#### **6. PROCEDURES**

The department that is moving will submit the [Moves Request Form](#) in writing or electronically to the Space Management Coordinator. All moves request forms must be filled out completely to be considered; this includes appropriate signatures as well as a valid department ID. The Space Management Coordinator will act on the moves request, notifying the appropriate senior administrator if the move is in conflict with assigned allocation.

Once the [Moves Request Form](#) has been reviewed by the Space Management Coordinator and appropriate senior administration, if necessary, the Moves Request Form will be forwarded to Facilities Management and Telecom for scheduling, estimates associated with move and approval.

After approvals and dates of availability for Facilities Management and Telecom have been coordinated, the Space Management Coordinator will notify the requesting department to submit a work request through the JMU Facility Focus system.

The department that is moving will submit a move request to the JMU Facilities Management Work Control Center by using the electronic work request via the Facility Focus system or

send a written work request form within the defined time frames below for small or large moves:

- o Small moves require two weeks notice.
- o Large moves require four weeks notice.

If a phone move is required, submit a [Phone Moves Request Form](#) 3-5 days prior to the move.

The department that is moving must designate the person who will serve as the primary contact for the duration of the move. On the day of the move, there must be a departmental designee at each move-out and move-in site.

All preparations and moves should follow "Planning for the Move Guidelines," "Packing Tips and Labeling Instructions," and the "Moving Day Checklist" as listed in the [Official Guide to Faculty and Staff Moves](#).

## 7. RESPONSIBILITIES

Facilities Management and Space Management move coordinators are responsible for setting up and coordinating all moves via "in-house" professionals or contracted movers.

A departmental designee must initiate a move request or departmental coordination both within the department and with facilities management for the designation of funds for the move and for moving copiers, computers and telephones.

## 8. SANCTIONS

Departments that do not follow this policy may not be moved in a timely manner and will be responsible for any additional costs associated with not complying with this policy.

Other sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

## 9. EXCLUSIONS

None

## 10. INTERPRETATION

Authority to interpret this policy rests with the president and is generally delegated to the Associate Vice President for Business Services.

Previous Version: March, 2007

Approved by the President: April, 2002