

GSC Procedure: GSC-027
Revision: 1
Date: 8/11/08
Owner: Jim Dow
Title:
Approval & Date:

Purpose: To define to rules concerning Personnel moves and Responsibilities

Procedure:

All major moves of personnel should be planned and budgeted by the department moving. I.E., if all or most employees from Doling are moved to Tefft, they should provide for the costs in their annual budget. Purchasing, the Supply Center, Custodial Service, nor Facilities budget for these costs.

1. Internal moves, for instance a teacher from room-to-room in a building, are handled by Custodial Services. Custodial Services may call upon the Supply Center for support from time to time.
2. External moves, for instance a teacher transfer from one school to another, are handled by the Supply Center.
3. Surplus equipment after a move is handled by the Supply Center.
4. School Closings or very large scale moving is to be contracted outside and funded by the entity requesting the move.
5. Pianos, sensitive items, and other large equipment moves from floor-to-floor or other buildings are to be contracted outside and paid for by the moving entity.
6. When doing construction or other projects requiring the movement of many items, like a carpet in a library for instance, the cost to do the movement must be included in the main project cost and handled by the contractor.

Moving Guidelines

1. Take all personal items home for storage. This includes plants, vases, briefcases, pictures, desk clocks, etc.
2. Desks must be empty for moving and drawers locked (or taped) shut. Desks probably will be turned on their sides or top down during move. Remove keys from locks.
3. File cabinets (not lateral) will be shipped with contents intact. Be sure files are tight and no loose items are in cabinets. File cabinets will be tilted and moved with 2-wheeler. Lock or tape file drawers shut. Remove keys from locks.
4. Lateral files must be emptied and locked or taped closed, remove keys from locks.
5. Supply cabinets must be emptied and doors locked or taped shut. Remove keys from locks.
6. Office machines and computers must be labeled with destination. Covers, removable cords, etc. must be removed and packed.
7. One end of box is reserved for "Destination" address. Please use side of box for "Contents".
8. Additional boxes, labels and tape are available. Call Bill Shelburn, Building Services, 523-0436 or direct dial within the District at 36636.
9. Call vending machine company to have machines removed.
10. Be sure to remove items from walls.
11. Items not labeled (large items) or boxed will be assumed to be trash and will be thrown out.
12. Contact purchasing to have copy machines moved by supplier.

Reference Documents

None

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