Faculty and Staff Moves

PURPOSE:

The M&O department has established this policy to outline procedures for accomplishing moves in a timely and efficient manner. It is our goal to serve all areas of the college community with their moving needs with a professional level of service and attitude.

POLICY:

- Any move may be subject to proper approvals from department heads and or the space utilization committee.
- Other departments that must be notified are ITS, HR and Inventory Control.
- All move requests must be made via the M&O work order process. Work orders can be submitted at https://www.bluegrass.kctcs.edu/ites/.
- Requests should be received at least 2 weeks in advance or as soon as details are available.
- Work order should include the following information.
  a) Locations from and to building and room #'s
  b) Date to be completed
  c) Detailed list of items to be moved
  d) Names and phone numbers of all involved
- All items must be boxed, clearly marked and taped shut.
- **No box should weigh more than 30lbs.**
- Furniture will not be moved unless the new location is not furnished, exceptions to this rule may include anything beyond the standard furnished items such as extra file cabinets and book shelves. A standard office will be furnished with a desk, chair, file cabinet and book case.
- If file cabinets, bookcases or desks are to be moved they must be emptied.
- M&O will move the computers and phones but ITS will disconnect and reconnect the equipment.
- Personal items that are not owned by BCTC are the responsibility of the owner, M&O will move these items if requested but liability will remain with the owner.