

POLICY FOR SIGNIFICANT MOVES OF UNIVERSITY UNITS

Significant moves by University units require complex and detailed plans. When such a move is contemplated, the plan for such a move will be the responsibility of the administrator in charge of the unit that intends to move. Before any planning takes place, the administrator should receive permission from the appropriate Vice President to proceed. The plan will include a complete inventory of all items that are to be moved including the room and building that they are in and the room and building that they are to be moved to. Inventory control must be informed as the move occurs in order to keep their records up to date.

A timeline for the move must be made with a timeframe for each room that describes when the move of that room can begin and when the move of that room must be complete. A master calendar for facilities will be made available to any such administrator in order to minimize conflicts between such a proposed move and other facility activities. If facilities involved in the move are controlled by more than one administrator, then permission of all the administrators should be obtained. If the administrators are unable to agree, the appropriate Vice Presidents will make the final decision with respect to shared facilities.

An estimate for the cost of packing materials will be made, and Facility Management will be asked to provide estimated costs in a timely fashion for the various parts of the move. Once the appropriate Vice President feels that the plan is complete, the plan will be shared with the other Vice Presidents to ensure that no conflicts will occur with their operations and facilities. Following acceptance of the plan by the Vice Presidents, the President in consultation with the Vice President for Administration and Finance will ensure that the move supports the Strategic Plan and can be afforded. . Alterations to the plan may be developed.

Once the move has been approved, it is the responsibility of the administrator of the unit being moved to insure that the move is accomplished faithfully. Any difficulties that cannot be overcome by the actions of the administrator are to be reported to the appropriate Vice President for amelioration.

Approved 9/27/13