

## College Operating Procedures (COP)



**Procedure Title:** Space Management (moves and relocations)  
**Procedure Number:** 04-0407  
**Originating Department:** Office of Budget and Planning

**Specific Authority:**

Board Policy 6Hx6:7.01  
Florida Statute §1001.64  
Florida Administrative Code 6A-14.0261

**Procedure Actions:** Adopted 05/01/2023

**Purpose Statement:** To establish operating procedures that outline the process for management and achievement of scheduled moves providing guidance to departments to communicate the workflow process, the importance of coordinated efforts, definitions, procedural knowledge, and intended results for the nine move classifications.

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I. Definitions:

- Move – the process of moving items from one location to another
- Move administrator – a person that receives, documents, and classifies a move for the move coordinator
- Move coordinator – the person assigned to oversee the move
- Move team – the move team consists of Planning, Facilities, and Information Technology staff members and contracted movers
- Department contact – the contact within the department who assists the move coordinator in the coordination of information to faculty, staff, and administration
- Personnel – faculty, staff, or administration scheduled to move by department contact
- Technology move – a move where technology and/or people are relocated to a new location (*assigned to I.T.; furniture remains in the existing space, and assistance is not provided for moving personal items*)
- Department move – the relocation of a department from one place to a new location
- Project move – the relocation of a space resulting from a construction project (*assigned to Facilities Construction and Management*)
- Furniture move – a work order request to move an item to or from surplus
- Office reset – an office reset is the removal of furniture/items not included in a standard office
- Change of use – when the designated purpose of a space is to be used for an alternate purpose
- Group move – the combination of two or more move classifications
- New hire move – the assignment of a workspace within an office suite or open space to a temporary, part-time, or full-time personnel
- Internal personnel move: a request to relocate a person from one workspace to another.

- Standard office – an office is a collection of furniture that creates the typical workspace (*consists of a desk, file drawer, bookcase, task chair, and guest chair*)
- Monthly move date – date set aside each month for group moves
- Move list – a detailed list of moves included in a group move
- Small office equipment – equipment includes staplers, hole punches, paper cutters, binding equipment, etc.

## II. GUIDELINES:

The intent of this procedures is to establish roles and responsibilities and a framework for the use, allocation and review of Florida SouthWestern State College's physical space assets.

This procedure is to be applied in the context of the following framework:

- All space belongs to the FSW and is assigned to schools, departments or programs based on FSW's priorities, strategic directions and the functional requirements of each user group.
- FSW may reallocate space at any time as needs and priorities change. Decisions regarding the allocation of occupied and unoccupied space are based on FSW priorities, Strategic Plans, and overall need.
- All space use is accurately reflected in the system for state reporting

The Office of Budget and Planning is responsible for developing policies, procedures, guidelines, and recommendations regarding the use and allocation of existing space, planning for future space needs, and responding to unit requests for new assignments or release of space. The Office of Budget and Planning is the central receiving unit for all change of use space requests. Upon receipt of a move request, the Office of Budget and Planning will:

- Review the requests and, as needed, make recommendations regarding appropriate space allocations, timelines, provide alternatives (as needed), budgets and scope of work to the appropriate departments.
- Advise on issues pertaining to building condition and teaching suitability and the location, quality, and configuration of spaces included in the request.
- Work with IT and Facilities to gather information about space, technology, and costs associated with the requested move.
- Bring forward all change of use requests to the Space Planning Committee (section V).

## III. MOVE CLASSIFICATIONS:

1. Technology move◆
2. Department move◆
3. Project move
4. Furniture move◆
5. Office reset
6. Group move◆

7. New hire move
8. Internal personnel move◆
9. Change of use move◆◆

◆ Costs related to these moves will be recovered via a chargeback to the department. Costs are outlined below.

◆◆ Any change of use move requests will be reviewed by the Space Planning Committee (section V).

#### IV. PROCEDURES:

Monthly moves are designed to improve the move process and align the move team and department's resources. The scheduled move date provides a day in which moves are combined to create a group move. Move requests which have gone through the complete approval process at least seven business days before the next available move date are included in the move list.

Project moves will be scheduled one Friday per month; however, the move coordinator may propose another day due to the number of employees affected by a project.

Each move request will be evaluated by the Planning and Space Management team to ensure requested moves are in line with both current and future organizational plans. All approved moves shall be scheduled during the next scheduled move date. *(Should the move be solely for technology, the IT department may schedule this move to be on a day that is not a scheduled Friday move day.)*

#### Before Move

1. The department contact should complete and submit a Team Dynamix (TDX) move request available at <https://fsw.teamdynamix.com/TDClient/2031/Portal/Home/>
2. TDX processes the move and forwards requests for approval
3. TDX emails approved moves to the department contact and the move administrator
4. The move administrator classifies the move and assigns the move coordinator
5. The move coordinator to coordinate, schedule, and communicate move details with the move team and department contact
6. Facilities will provide packing boxes *(additional boxes may be requested via work order)*
7. The department will pack all books, files, supplies, personal belongings, and small office equipment *(move team is not responsible for personal belongings, legal papers, money, etc.; it is recommended you move personal items to prevent loss or damage)*
8. Information Technology to disconnect and move computers, printers, phones, copiers, fax machines, and other technology
9. Departments will label all boxes and equipment with the name of the person and new location *(items not packed or adequately labeled will be reappropriated or discarded as determined by the move team)*
10. Department contact will submit a work order for new room keys and access controls *(electronic door locks) (Facilities and Information Technology will coordinate requests based on department provided move list)*

Day of Move

1. Information Technology will disconnect and prepare technology to be moved
2. Move coordinator will coordinate the moving of furniture and computers for offices first and then proceed to other areas
3. Move coordinator will coordinate furniture setup, and Information Technology will set up the technology (*times will depend on the size of the move*)
4. Move coordinator will then move boxes (*we recommend departments bring necessary files and supplies to support operations until boxes are moved to new locations*)
5. Personnel will return existing room keys to Facilities located on their respective campus. (*personnel relocating to another campus/center must return their keys to the campus they are leaving and pick up new keys at the campus they are going to*)
  - Lee Campus, building D
  - Collier Campus, building A
  - Charlotte Campus, building N
  - Hendry Glades Center, building A

After Move

1. Departments to submit a work order to pick up boxes (*boxes supplied by Facilities must be returned*)
2. Facilities will update room signage (based on the move list)
3. Facilities will schedule room cleaning
4. Department personnel will request directory information updates via the FSW online directory.
5. Planning will update college drawings
6. Planning will update space database

V. COSTS:

All associated costs of moving people/technology/equipment/furniture is the responsibility of the department requesting the move unless it is part of a college-wide initiated project or at the direction of Administration.

After receipt and review of a move request, and if approved by the Office of Budget and Planning and/or the Space Planning Committee, the individual requesting the move will be notified of the cost of the move. If requestor approves of the cost, a chargeback to the requestors department budget will be processed by the Finance Office.

<b>MOVE TYPE</b>	<b>MAXIMUM COST</b>
Technology Move	\$300 per individual/occurrence
Department Move	\$500 per individual
Furniture Move	\$500 per occurrence
Group Move	\$500 per individual
Internal Personnel Move	\$500 per individual
Change of Use Move	\$1,000 per space

#### VI. Unallowable Moves:

1. Moves associated with individuals assuming an interim role
2. Moves for individuals that relocated within the prior 12 months
3. Moves that are for the sole purpose of being temporary

#### VII. Space Planning Committee

The Space Planning Committee will review all change of use requests to ensure the change is appropriate and in line with both current needs as well as future plans. The committee will be made up of members from the following areas:

- Office of Budget and Planning
- IT
- Academic Affairs
- Student Affairs
- Facilities

If the change of use is approved by the Space Planning Committee, the individual requesting the move will be notified of the cost of the move. If requestor approves of the cost, a chargeback to the requestors department budget will be processed by the Finance Office.