



Date of Issue	September 03, 2008
Original Date of Issue	September 26, 2007
Subject	MOVING FURNITURE AND EQUIPMENT
References	Policy 2230 – Business Administration General Purchasing APM A2500 – Purchasing Procedures
Links	
Contact	Manager of Custodial Services and Community Use

1. Guidelines

Furniture and equipment that need to be moved to accommodate significant enrolment adjustments are to be arranged through the Facility Services Department – Custodial Services. Custodial Services will be responsible for coordinating the transportation and to advise the school of the details. Furniture and equipment moves for school initiated reorganization, program or activity needs will not be funded through Facility Services. Schools and Education Centre departments will be required to arrange for and fund these moves.

The principal or system supervisor will need to submit a written request to the Facility Services Department - Custodial Services, at least five (5) working days prior to the date of the move.

2. Furniture and Equipment Move(s) - Process

2.1 A written request, using the “Moving Furniture and Equipment Request Form” (FORM A5005-1), must be submitted to the secretary of custodial services via fax at (705) 728-2265 or via e-mail to custodialservices@scdsb.on.ca.

2.2 The request must include: the present location of the furniture and equipment, the delivery location, a description of the items to be moved, the reason for the move, the date that items need to be picked up and a name of a contact person(s).

2.3 Custodial Services will coordinate the move and cartage firms will be used.

2.4 It is the responsibility of the school staff to empty any file cabinets and desks prior to the moving of the items.

2.5 Fixed furniture and equipment (e.g. shelving units) will not be moved.

3. Moving Computers

Requests to move computers must be submitted by the school using a help desk ticket via the Information Technology Services (ITS) *Help Desk*, at least 5 days prior to the requested move. This will ensure that the ITS department is available to coordinate the disconnection, reconnection and inventory update relating to the computer relocations.

4. Disposal of Surplus Furniture and Equipment

The disposal of furniture and equipment requires the school to consult with the assistant manager of purchasing. Refer to Policy 2230, Business Administration General Purchasing, and APM A2500, Purchasing Procedures, for further details.

5. Maintenance or Construction Projects - Moving of Furniture and Equipment

Any furniture and equipment moves required due to maintenance or construction projects will be arranged by the Facility Services supervisor in charge of the project.

6. Cost of Moving Furniture and Equipment

6.1 Costs incurred as a result of increased or decreased enrolment will be assumed by a central fund.

6.2 Other moves, such as school initiated reorganization, program or activity needs, will need to be arranged and funded by the respective school or Education Centre department.

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Moving Furniture and Equipment Request Form
(To accommodate enrolment adjustments only)

Requested By: _____
(Principal/Supervisor)

School or Ed Centre Dept.: _____

List of Items to be Moved: _____
Present Location of Items to be Moved: _____

Reason for Moving: _____

Number of Boxes to be Delivered (if Renovation Move): _____

Date Boxes to be Delivered: _____ Date Boxes* to be Returned to Ed Centre: _____

Location that Items are to be Moved to: _____

Contact at Receiving Location: _____

Preferred Date for Move to Occur: _____

Account Number:
Costs incurred as a result of increased or decreased enrolment will be assumed by a central fund.
*Costs incurred due to boxes not returned will be charged to the school or Ed Centre department.

Please Provide Account Number if Applicable: _____

For Custodial Services Office Use Only:

Date Called to Arrange: _____

Invoice Number: _____

Reference Number: _____

Cost: _____

Date Sent for Payment: _____