

# MOVING/REARRANGING REQUESTS PROCEDURE

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*Revision:*

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## **Personnel moving requests**

All faculty and staff moving requests are to be submitted using the online form (Employee-New/Move/Change Checklist) located on the Faculty and Staff page of the Craven Community College website <http://www.cravencc.edu/employee/employee-move-checklist.cfm> at least two weeks in advance of a move, including those where an individual is rearranging his/her own area. All moves will be in compliance with fire and safety codes.

## **Furniture and equipment moving requests**

Requests to move furniture & equipment should be made to the Procurement and Fixed Asset Officer using the "Request to Move Furniture & Equipment" form located under the Financial Services section of the Faculty and Staff Forms page of the college website at

<http://www.cravencc.edu/about/departments/RequestMoveFurnitureEquipment.xls>.

## **Furniture and equipment removal or storage**

The following procedures should be followed for furniture and equipment removal and/or storage:

- All requests for removal of surplus equipment which has an inventory tag should be made to the Procurement & Fixed Assets officer by e-mailing [murphret@cravencc.edu](mailto:murphret@cravencc.edu) the "Request for Surplus Form" found under the Financial Services section of the Faculty and Staff Forms page on the college website <http://www.cravencc.edu/about/departments/SurplusRequest.pdf>.
- All requests for items to be stored or disposed of should be made via a Facilities help desk ticket by e-mailing [facilities@cravencc.edu](mailto:facilities@cravencc.edu).
- Furniture or equipment should not be placed in the hallways due to fire and building code restrictions. Furniture or equipment should not be placed outside the buildings. Requests for removal of furniture or equipment should be made via the Facilities help desk by e-mailing [facilities@cravencc.edu](mailto:facilities@cravencc.edu).
- Faculty and staff should not remove any items from classrooms to add to other classrooms as this may violate safety codes and create problems for scheduled classes.
- Prior to changing the configuration of a room, faculty and staff should contact Facilities via the Facilities help desk by e-mailing [facilities@cravencc.edu](mailto:facilities@cravencc.edu) in order to stay in compliance with all safety regulations. It is the responsibility of the individual using the rearranged room to ensure that the space is returned to its original configuration after the class or event.
- Requests for additional tables or chairs should be made via the Facilities help desk by e-mailing [facilities@cravencc.edu](mailto:facilities@cravencc.edu).

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