

City of Richmond

Administrative Manual

SUBJECT: Relocation of Office Furniture, Equipment, Telephone and Computer Equipment

SECTION: General Administration

POLICY NUMBER: AP 112

INITIAL DATE PREPARED: April 24, 2000

LAST DATE REVISED:

I. Purpose

To ensure an efficient and uniform process for relocating office furniture and equipment within the City of Richmond's administrative offices.

II. Policy

All office equipment, furniture and workstations are the property of the City of Richmond. These items will be used to best accommodate the needs of City employees. Generally, those employees who have free standing office furniture will be allowed to take the furniture with them when relocating to a new office. The Building Services Division Director will have the responsibility to determine the best use of the furniture. The Building Services Division Director will also decide on the most appropriate work station and free-standing office furniture floor plans. The floor plans will take into consideration the needs of the employee's assignment, space and furniture availability, electronic accessibility, and the City standards relating to furniture allocation and size of work areas.

III. Procedure

- A. Department Directors will notify the Building Services Division Director when the need arises to relocate employees to new offices. The request shall be made in accordance with Policy AP 701 to request services of the Public Services Department Building Services Division and shall be signed by the requesting Department Director. Departments should allow at least five working days lead time when requesting office relocations.
- B. Office equipment and furniture will not be moved by employees to a newly assigned office. Hanging items on walls and removal of items from the walls will only be performed by Building Services Division staff. Puncturing wall surfaces in any manner is prohibited.

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- C. Employees shall not independently request outside moving companies to move their furniture in cases where the Building Services Division cannot respond immediately to a service request for relocation of office furniture. The Building Services Division Director will determine the availability and appropriateness if using the service of a moving company on a case by case basis.
- D. Employees shall contact the Information Technology Department to have their telephones and computers relocated. Requests for IT telephone services shall be made using AP 651-3, and AP 651-2 for computer relocation services.
- E. Employees are responsible for packing their personal belongings prior to the disassembly of work stations or the move from an office. The Building Services Division does not provide packing services or materials.

The Building Services Division is responsible for a variety of services to employees in the City's administrative buildings that include: office furniture and equipment relocations, hostess services, office equipment repair, moving and maintenance, replacement of door locks, assignment of keys (AP 703), workstation modification, signage and conference room setup (AP 706). The Building Services Division is also responsible for the maintenance and repair of the City of Richmond administrative building physical plant that includes: plumbing, electrical, janitorial, elevator, security, engineering and other services. Requests for services in these respective areas should be made to the Building Services Division Director for the necessary repairs in accordance with the above policies and AP 701 and AP 707.

In addition to the above procedures, assets included in the Fixed Asset Management System shall be processed for transfer and disposal using forms contained in Policy AP 520.