

1.1 Office Move Policy

1.1.1 Middlebury College Office Move Policy

1.1.1.1 Date Effective

Jan. 10, 2010

1.1.1.2 Responsible Officer

Manager of Office Moves and Furniture Distribution

1.1.1.3 Responsible Department

Office of Facilities Services

1.1.2 Scope

1.1.2.1 Who Should Know this Procedure

Anyone who is moving into a new or different office

1.1.2.2 Statement

1.1.3 Definitions

1.1.4 Requirements and Procedures

Furniture:

Standard office furniture- Each office will have at least a desk, adjustable table or workstation, a filing cabinet and an office chair.

- Existing office furniture will remain in the office.
- Non fixed items may be moved during the initial office move.
- Within the office there will be at least one adjustable height table, or adjustable keyboard tray if requested (newly outfitted offices are required to have an adjustable height table.)

Infrastructure:

Paint- All offices are painted Middlebury College's standard office color; whether painting is required is determined by the Manager of Office Moves.

Flooring- Flooring will remain as is unless determined otherwise by the Manager of Office Moves.

Outlets and Jacks- The outlet and wall jacks will remain as is unless determined otherwise by the Manager of Office Moves.

Lighting- Remains as is unless determined otherwise by the Manager of Office Moves.

If there are additional requirements or requests, a signed approval form from the Vice President to whom the requester reports, along with a budget Index, is required.

Keys- Anytime a Faculty and Staff member moves, they will be issued a new set of keys even if they are switching offices with someone within the same department. They should be picking up a new key from Facilities Services and dropping off their old keys.

Office move:

A minimum 7 business day notice is required for an office move to be scheduled.

Please note: All contents of the office should be packed and ready to go on the day of the move. Tag all items with the new office number. (i.e. computer, office chair, boxes and misc items)

The office phone should remain plugged into the wall jack; it will be moved on the day of the move. (If the phone is unplugged before the move, the phone extension will not transfer to the new office.) If a computer is to be moved, please have it unplugged and ready to go.

Personal items:

Faculty and Staff are responsible for moving their own personal items to their new office. Middlebury College is not responsible for personal items left behind.

1.1.5 Responsibilities

1.1.5.1 Supervisor

1.1.5.2 Managers/Team Leaders

1.1.5.3 Team Members

1.1.6 Forms

Request for additional furniture or modification of office

Requestor's Name: _____

Requestor's Phone ext: _____

Requestor's email: _____

Department: _____

Request in Detail:

I approve the above request. Please charge the following budget index for related expenses:

Signature of Vice President: _____

Date: _____

Index # to be used: _____

1.1.7 Authorship and Revision History

1.1.7.1 Date Written and Author

Thaddeus Stowe, Dec 17, 2008

1.1.7.2 Revision Author and Date

Thaddeus Stowe, Sep. 7, 2010