

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY:

Facilities/Properties/Equipment/Vehicles

(CODE NUMBER:

AC-5-2

TITLE:

Moving of Furniture, Files, Equipment
and Records

ADOPTED:

3/3/82

AMENDED:

11/9/94

ORIGINATING DEPARTMENT:

Planning and Construction/Facilities
Management

PURPOSE/SCOPE:

To establish guidelines for moving of furniture, files, equipment and records.

POLICY/PROCEDURE:

In an effort to eliminate the unnecessary moving of furniture, files, equipment and records, the following guidelines **have been** adopted by the Board of County Commissioners:

1. Each department and/or office should make every attempt to limit moving requests through the use of their own office staff.
2. For small moving jobs such as chairs, files cabinets or boxes that 'can be done by one (1) man, please call Facilities Management for assistance. Please try to give as much notice as possible.
3. For moves that cannot be accomplished by utilization of own office staff or by the custodial utility man, please call Facilities Management for requests for guidance as to the correct procedure, i.e. work order **preparation, how** department will issue and handle purchase order, scheduling times, etc.