

WNC Facilities Management

Office Move Expenses and Furniture Buying Guidelines Requirement

Procedures

The department that is requesting a move will submit a Move Request Form. All Move Request Forms must be filled out completely to be considered. The Move Request form will be used for scheduling, estimates associated with the move, and final departmental approval. This form can be found on the WestNet Facilities Department site.

All moves will be scheduled around the surplus pick-up date from BCN. All moves require a minimum three-week notice.

The Facilities Management Office will assign a project coordinator. The project coordinator is responsible for setting up and coordinating all moves via contracted movers. Facilities Management is not staffed to provide major moving services, but can assist with minor moves.

All requests will be processed in the order of receipt and scheduled into the next available Office Moving Day. Facilities Management Office has designated Fridays as Office Moving Day. Moves will be scheduled to achieve maximum efficiency and cost benefit, particularly with respect to the utilization of the moving contractor.

The department that is moving must designate a person from that department who will serve as the primary contact for the duration of the move. On the day of the move, there must be a departmental designee at each move-out and move-in site.

The requesting department designee will be notified of the actual moving date. All preparations and moves should follow guidelines provided by the Facilities Management Office upon approval of their move request. The move will be rescheduled if the preparation is not completed.

Office Move Cost

All associated moving costs are the responsibility of the department unless it is with a new or renovated construction project. If the moving is a result of a new or renovated construction project, then the associated project funding source is responsible.

Preparation for the Move

A successful move is best achieved by good planning.

Packing up your office is your responsibility. Cardboard boxes and tape can be provided.

Contents of all file cabinets, desks and bookcases will need to be packed prior to your move date. Label everything clearly.

Note that only state-owned properties will be moved. In addition, Facilities Management no longer assembles furniture, but can assist with providing reasonable access for delivery when necessary. Therefore, the requesting department is responsible for making the appropriate arrangements with approved vendors for assembling furniture received.

New Furniture Purchase

Each department is responsible for the purchase of new furniture with the approval of the Facilities Director. Vendors that will be used to purchase new furniture will also include delivery, assembly and set up at the campuses. This is the list of vendors to use - No Substitutions. As previously stated, Facilities will not assemble any type of furniture.

Furniture Vendor List:

- KI – www.ki.com
- Machabee Office Environments – www.machabee.com
- Sierra School Equipment Company – www.ssecinc.com
- Silver States Industries – www.ssi.nv.gov

Surplus Property:

Surplus Property Online Pick Up Form - BCN

When requesting a surplus property pick up, it is the department's responsibility to complete and submit the online surplus property pickup request form. Information should include quantity, description, fixed asset number (if applicable) and location of property. All items should be clearly marked as "surplus" and stored in a secure location. Please let us know if you need to schedule a time for items to be picked up. Items will be picked up as work load and schedule permits.

It is the responsibility of the surplus property department to pick up items per the department's submitted request. If there are items listed on the pickup request form but not with the items marked "surplus", it is noted on the pick-up form by the surplus property employee. When there are items added to the pickup that were not on the original surplus pickup form and they are marked "surplus", they are also picked up and noted on the pickup form.

The surplus property pickup request forms are turned in daily to the BCN Purchasing Department Surplus Property section for update in the Surplus Property inventory database. Items picked up with a fixed asset tag number are recorded in the database and are removed from the system when sold or adjusted in the system if transferred to another department.

www.bcn-nshe.org/purchasing/forms/surplus/