

OFFICE AND DEPARTMENT MOVES

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. General
Policy Number:	A36
Approval Date:	April 18, 2016
Effective Date:	April 18, 2016
Policy Owner:	Director, Facilities and Campus Development

Objective:	Olds College strives to ensure the best use of space based on three criteria; Health and Safety, Operational Effectiveness and External vs. Internal Customer Relations. Specifically, in the case of office relocation, efficient space utilization, and secured information is crucial for strategic operations. This policy defines the appropriate criteria for an office move and establishes the subsequent procedures.
Policy:	<p>SPECIFIC GUIDELINES</p> <p>Intra-departmental office move requests will be considered by the Dean/Director for each program/department. Final authorization lies with the Dean/Director of each program/department. Once a move has been approved, an Intra-Departmental Office Move Request Form with the approval will be sent to Campus Facilities. Campus Facilities will coordinate the move and communicate with Information Technology and Human Resources.</p> <p>Inter-departmental office move requests will be considered by the Director of Campus Facilities and Sustainability. Approval will be based on established move criteria and in accordance with Space Utilization. Final authorization lies with the Director of Campus Facilities and Sustainability. Campus Facilities will coordinate the move and communicate with Information Technology and Human Resources.</p> <p>Entire department move requests will be considered by the Director of Campus Facilities and Sustainability. Approval will be based on established move criteria and in accordance with Space Utilization. In the event of an approval, the move will occur in a timeframe with the least disruption to our core business unless there is an emergency that constitutes an immediate move. Final authorization lies with the Director of Campus Facilities and Sustainability. Campus Facilities will coordinate the move and will communicate with Information Technology and Human Resources.</p> <p>All requests will be processed in a timely manner based on priority level. These include Health and Safety Issues, Security Issues, and Efficient Space Utilization (requirement to effectively perform job requirements).</p>

Definitions:

Related Information:

Related Procedures:

Review Period:

Revision History:

A37 Space Utilization

A36 Office and Department Moves Procedure

3 years

New: April 18, 2016