

AZUSA PACIFIC UNIVERSITY

Reconfiguring Office

Policy Statement

This policy is to assist an employee and or department with reconfiguring an existing office.

Reason For Policy

To maintain university policies and standards and to ensure proper ergonomics, ADA and fire laws.

Procedures

1. Re-arranging the furniture in an existing office may be completed by submitting a university work order to Warehouse Operations. This can be done with out the approval of Space Needs Committee.
2. Warehouse Operations will partner with the employee to schedule a date to complete the re-arrangement of their office.
3. All furniture will need to emptied and be packed prior the arrival of the staff, on the day of the move.
4. If the employee is still packing the contents of their office when the staff arrives, the move coordinator has the authority to re-schedule the move for a later date.
5. A schematic drawing of the new arrangement must be submitted to the move coordinator prior to the move date. For assistance in developing a drawing, you can contact the Purchasing Manager for help in creating a new floor plan
 - a. All fire and OSHA Codes must be maintained.
 - b. Furniture can not cover wall switches or thermostats.
 - c. If your office has an electrical panel on any of the walls; a 3' access around the panel box must be maintained.
6. Each employee is responsible for packing up their office prior to the move date.
7. Boxes and package tape can be provided by submitting a university work order.
8. Boxes must be sealed or closed proper for the move.
9. Any item(s) that are valuable, breakable and/or personal should be moved by the employee.
10. Repair of holes in walls, repainting and re-anchoring of bookcases is the responsibility of the department to pay for. A work order can be submitted prior to the move by logging into self services feature on the APU Home.
11. Move coordinator will contact employee with a follow-up email confirming items to be moved and a scheduled date for the move.

Guidelines for how to pack up your office prior to your move.

1. Desk drawers will need to be emptied if the desk is being shifted.
2. Please remove all books and miscellaneous items from bookcases.
3. File cabinets
 - a. Vertical file cabinets do not need to be emptied. Please lock the file cabinet prior to the move.
 - b. Four and five drawer lateral files will need to have top three drawers emptied. Please lock the cabinet prior to move.
 - c. Two and three drawer lateral file cabinets do not need to be emptied. If there is lock, please lock the file cabinet.
 - d. All drawers of a fire proof file cabinet will need to be emptied and locked.
4. Storage cabinets will need to be emptied prior to move.
5. Contact Information:
 - a. Warehouse Operations – ext. 5001, WarehouseOperations@apu.edu
 - b. Purchasing Manager – ext. 5003, jbengel@apu.edu

Forms and/or Amendments

- Spread Sheet for Items to be moved
 - [Apu.edu/resources/auxiliary services/warehouse operations](http://Apu.edu/resources/auxiliary_services/warehouse_operations).
- How to label your furniture
- Work order form is found by following the path below.
 - [Apu.edu/Click University Portal/log-in/self-service/facilities management work order/enter information/submit](http://Apu.edu/Click%20University%20Portal/log-in/self-service/facilities%20management%20work%20order/enter%20information/submit).

(Signature)

(Date)