6-11 Moves Adds and Changes

LC Approved: 11/2/2023	
Effective Date: 11/2/2023	
Revised: 10/31/2023	
Responsible Party: VP Finance & Administration	

Policy Purpose

Ensure WSU Tech can effectively manage and control the movement of people and their assets within its campus facilities. This is aimed at enabling proactive planning and efficient utilization of space and resources. The policy is applicable to all departmental, classroom equipment, and office moves within buildings, as well as relocations to other campuses.

Policy

Approval from the VP Finance & Administration or Executive Director of Operations is a prerequisite for any alterations, additions, or modifications concerning campus facilities. This encompasses offices, conference rooms, cubicle spaces, storage, and all other campus facility utilization. The responsibility for determining classroom relocations and alterations to classroom equipment lies with the Academic Vice Presidents. Nevertheless, the submission of the MAC (Moves, Adds, Changes) form is a prerequisite to empower the Executive Director of Operations to effectively supervise asset movements and tasks related to campus relocations, including classrooms and classroom equipment.

Procedure:

1) Confirm change with head of department
2) Complete form located in Etrieve, ADM – Facilities MAC (Move, Add, Change) Request.
3) The submitted form will go to Exec. Director of Operations and VP of Finance for review.
4) Exec. Director of Operations will assess services needed to make proposed changes, review what other departments might be needed (i.e. IT) to support the changes, and what other staff or departments might be impacted.
5) Exec. Director of Operations will inform report submitter of a decision or follow up questions within 5 business days of report submission.
6) Moves, adds or changes implemented
7) Floor plans will be updated and posted to sharepoint