

<b>Date of Issue</b>	August 2014
<b>Original Date of Issue</b>	September 26, 2007
<b>Subject</b>	<b>MOVING FURNITURE AND EQUIPMENT</b>
<b>References</b>	Policy 2230 – Business Administration General Purchasing APM A2500 – Purchasing Procedures
<b>Links</b>	
<b>Contact</b>	Manager of Operations

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## 1. Guidelines

- 1.1 Furniture and equipment that need to be moved to accommodate significant enrolment adjustments are to be arranged through the Facility Services Department – Operations. Operations will be responsible for coordinating the transportation and to advise the school of the details.
  - 1.1.1 The principal will need to submit a written request (FORM A5005-1) to the Facility Services Department - Operations, at least five (5) working days prior to the date of the move.
- 1.2 Furniture and equipment moves for school or department initiated reorganization, program or activity needs will not be funded through Facility Services. Schools and Education Centre departments will be required to arrange for and fund these moves.

## 2. Furniture and Equipment Move(s) - Process

- 2.1 A written request for moves as defined under section 1.1, using the “Moving Furniture and Equipment Request Form” (FORM A5005-1), must be submitted to the secretary of operations via fax at (705) 792-7496 or via e-mail to [custodialservices@scdsb.on.ca](mailto:custodialservices@scdsb.on.ca).
- 2.2 The request must include: the present location of the furniture and equipment, the delivery location, a description of the items to be moved, the reason for the move, the date that items need to be picked up and a name of a contact person(s).
- 2.3 Operations will coordinate the move and cartage firms will be used.
- 2.4 It is the responsibility of the school staff to empty any file cabinets and desks prior to the moving of the items.
- 2.5 Fixed furniture and equipment (e.g. shelving units) will not be moved.

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**3. Moving Computers**

Requests to move computers within a school must be submitted by the school using a Helpdesk ticket via the Information Technology Services (ITS) Helpdesk, at least 5 days prior to the requested move. This will ensure that the ITS department is available to coordinate the disconnection and reconnection relating to the computer relocations.

**4. Piano Moving**

4.1 Pianos may be moved without professional assistance provided the move is on a level surface and:

- 4.1.1 the piano can be relocated safely;
- 4.1.2 particular attention is paid to the floor and casters;
- 4.1.3 adequate help is available;
- 4.1.4 the move is supervised by a staff member.

4.2 Professional movers must be used to move pianos:

- 4.2.1 from one level to another;
- 4.2.2 from one building to another;
- 4.2.3 when the staff is unable to relocate them safely.

**5. Disposal of Surplus Furniture and Equipment**

The disposal of furniture and equipment requires the school to consult with the assistant manager of accounting and purchasing. Refer to Policy 2230, Business Administration General Purchasing, and APM A2500, Purchasing Procedures, for further details.

**6. Maintenance or Construction Projects - Moving of Furniture and Equipment**

Any furniture and equipment moves required due to maintenance or construction projects will be arranged by the Facility Services supervisor in charge of the project.

**7. Cost of Moving Furniture and Equipment**

7.1 Costs incurred as a result of increased or decreased enrolment will be assumed by a central fund.

7.2 Other moves, such as school initiated reorganization, piano moves, program or activity needs, will need to be arranged and funded by the respective school or Education Centre department.

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**Moving Furniture and Equipment Request Form**  
(To accommodate enrolment adjustments only)

Requested By: \_\_\_\_\_  
(Principal/Supervisor)

School or Ed  
Centre Dept.: \_\_\_\_\_

List of Items to be Moved: \_\_\_\_\_

Present Location of Items to be Moved: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Number of Boxes to be  
Delivered (if Renovation  
Move): \_\_\_\_\_

Date Boxes to be  
Delivered: \_\_\_\_\_

Date Boxes\* to be  
Returned to Ed  
Centre: \_\_\_\_\_

Location that Items are to be Moved  
to: \_\_\_\_\_

Contact at Receiving  
Location: \_\_\_\_\_

Preferred Date for Move to Occur: \_\_\_\_\_

Account Number:  
Costs incurred as a result of increased or decreased enrolment will be assumed by a central  
fund.

\*Costs incurred due to boxes not returned will be charged to the school or Ed Centre  
department.

Please Provide Account Number if  
Applicable: \_\_\_\_\_

**For Operations Office Use Only:**

Date Called to Arrange: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Reference Number: \_\_\_\_\_

Cost: \_\_\_\_\_

Date Sent for Payment: \_\_\_\_\_