

# MOVES, RELOCATION AND RENOVATION

Responsible Unit: Finance and Operations

The Moves, Relocation, and Renovation Request Form is to be completed by the requestor and submitted to the appropriate Coordinator for the campus site as follows:

Cooper, Leestown, & Newtown	Dean of Operations
Danville, Georgetown, Lawrenceburg, & Winchester	Campus Director
Advanced Manufacturing	VP Academics & Workforce Development
Adult Education Locations	Director of Adult Education & Opportunity College
Equine Program	VP Academics & Workforce Development

Sufficient notification lead time (no less than four (4) weeks) is necessary in order to begin the coordination of the move(s) or renovation.

## Assessment

Requestor should identify the specific space for relocation and obtain approval from the appropriate division or department head responsible for that space. Additionally, the requestor should contact IT and M&O to complete an assessment of how the move can best be accomplished with minimal expense (assess space, equipment, furniture, electric, data lines, etc., and obtain cost estimates).

## Cost of Relocation/Renovation

The cost of the relocation/renovation will be paid from the requestor's budget. If new furniture items are needed for the new space, the furniture will also be funded from the requestor's budget.

## Coordination

The Coordinator will schedule a meeting with the requestor, appropriate department head(s), M&O, and IT representatives to discuss space needs and formulate a plan to include:

- Date of move.
- Work Orders to be completed (i.e., M&O and IT work orders).
- Electric and IT data/communication needs.
- Furniture needs.

- Renovation requirements.
- Funding source.

### **Approval Process**

- **Significant Moves:** The Dean of Operations, Campus Coordinator, or Campus Director will notify and receive approval from the President and LET if the request is for significant moves, i.e., moves from one campus site to another campus site, or major department moves within or between campuses.
- **Minor Moves:** Moves within a department will be handled and coordinated by the department. Work orders will be submitted to M&O and IT. Appropriate lead time is required.
- **Renovations – Lexington Campuses:** The Dean of Operations will notify the President and LET to obtain approval to proceed with the space renovation.
- **Renovations - Regional Campuses:** The VP for Advancement and Organizational Development will notify the President and LET to obtain approval to proceed with any space renovation for Danville, Georgetown, Lawrenceburg, or Winchester. Once approval is obtained, the Dean of Operations is notified to begin the coordination of the renovation project.

### **Renovation of Space**

The renovation of space will be coordinated by the Dean of Operations for all BCTC campus sites to insure that KCTCS policies and procedures are followed. The Dean of Operations will schedule a meeting with the requestor, appropriate department head(s), M&O, and IT representatives to discuss renovation needs and formulate a plan to include costs and funding source. The President and LET will be notified and approval will be needed to proceed with the space renovation. Once the renovation is approved, KCTCS forms will be completed, when required, by the Dean of Operations and submitted to KCTCS Facilities Management for final approval.

### **Furniture, Phones, Computers & Printers**

**Office Moves:** When moving offices, existing standard furniture should remain (desk, desk chair, guest chair, file cabinet, bookcase). If any of the standard furniture is lacking, an M&O work order should be submitted listing the furniture items needed. If a specific furniture item is available from the surplus inventory, the item will be made available. If surplus furniture is not available, the item lacking will be purchased. Furniture will be purchased for spaces that are void of standard furniture. The employee's phone and computer will be relocated with the employee.

Classroom Moves: If the existing classroom furniture is appropriate for the program, furniture should remain in the space. Appropriate classroom furniture will be purchased for spaces that are void of furniture or needing a special type of furniture (i.e., computer furniture) appropriate for the specific program to be located within the space, only if appropriate surplus furniture is not available.

### **Furniture Quality & Purchases**

Furniture purchased should be of high quality so that they will last and pieces can be used and matched for future space rearrangements. Furniture purchases will be coordinated by the Dean of Operations to insure quality and that only furniture on price contract or GSA are purchased. Classroom furniture will also be coordinated by the Dean of Operations to insure consistency in furniture selection, style, fabric, laminates, etc., so that classroom furniture rearrangements, classroom moves, and furniture additions can utilize any surplus furniture from any classroom space to insure uniformity.

### **Signage**

The Coordinator will initiate the purchase of the appropriate signage for the relocated department(s). For signage consistency, the standard BCTC sign will be purchasing from Images 360 or Lynn Imaging.

### **Notification of Department/Employee Relocation**

Department head will data enter the information online into the ITES "Employee Information" module. The information will be sent to HR to update the directory, IT, and M&O. The department head will send an email to the BCTC employee listserv to announce the new location of the department or employee.

*Note: All moves will be accomplished using existing or pre-owned furniture and equipment.*