MOVES, RELOCATION, AND RENOVATION

Responsible Unit: Finance and Operations, Maintenance and Operations (M&O)

Requests for assistance for any proposed moves of furniture, equipment, programs, etc. at the Cooper, Leestown, Newtown, or Georgetown campuses should be submitted through the electronic work order system. For regional campuses and other locations, requests should be submitted to the regional campus director or the Vice President for Academics and Workforce Development. Notification lead time should be sufficient to allow for proper planning and coordination (≥4 weeks if at all possible).

Move, Relocation, or Renovation Request

The following information should be provided in the work order (supplemental information can be provided by e-mail to the M&O Manager as needed.

- Identification of the proposed space
  - Specific space (campus, building, room)
- Electronic needs (computers, audio-visual equipment, etc.)
- Furniture needs
- Required approval
- Specific renovation requirements relocation/renovation costs and source of funding
  - Must be from requester’s budget
- Date required for completion

Request Evaluation Process

Once the documentation is received, the Dean of Operations will serve as coordinator and can evaluate the information presented to determine:

- Availability of the space requested
- Electric and Information Technology (IT) data/communication work needed
- Resources required (human and otherwise)
- Validity of the renovation request as related to building codes, future plans, etc.

The Dean of Operations will communicate with the requester, the appropriate department leader(s), M&O, IT personnel, and others as needed to finalize plans before moves or renovations are made. In the case of renovations, the Dean of Operations will submit the project to KCTCS Facilities Management for final approval as required.

Move, Relocation, or Renovation Approval Process

Significant Moves

The Dean of Operations or Campus Administrator will present the proposed move to the BCTC President and the Leadership Executive Team for approval. Such moves would include moves from one campus site to another, or major department moves within or between campuses.

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Minor Moves
Moves within a department should be approved by the department dean and vice president with coordination with the Dean of Operations, the M&O department, and the IT department.

Renovations

- **Lexington Campuses**
  The Dean of Operations will present the proposed renovation to the BCTC President and the Leadership Executive Team (LET) for approval. Once approval is obtained, the renovation project will be coordinated by the Dean of Operations.

- **Regional Campuses**
  The Vice President for Advancement and Organizational Development will present the proposed renovation of the regional facility to the BCTC President and the LET for approval. Once approval is obtained, the renovation project will be coordinated by the Dean of Operations.

Move, Relocation, or Renovation Logistics

Moving
When moving offices, existing standard office furnishings (i.e. desk, desk chair, guest chair, filing cabinet, bookshelf) are to remain and only person-/program-specific items are to be moved. If the new office space is lacking in any of the standard office furnishings, an M&O work order should be submitted requesting the items required. M&O will first survey existing available furniture and provide that if available. If the item is not available, it can be purchased. Employees’ phones and computers will be relocated with the employee. Similarly, classroom furniture will remain in the classroom unless it does not meet the needs for the future use. Existing available furniture may be utilized to furnish a classroom that has specific furniture requirements. New furnishings may be purchased if the appropriate type or quantity is not available.

Furniture Purchases
Furniture purchased for offices and classrooms will be of high quality, durable, and versatile. The Dean of Operations will coordinate the purchase of furniture to ensure consistency, that all requirements are met, and proper procedures are followed.

Signage
The Dean of Operations will coordinate with the department, and LET as appropriate, to provide appropriate signage for the relocated department(s) consistent with current signage requirements.

Notification of Relocations
The employee directory should be updated with the new location, as well as notifying the Human Resources and IT departments of the relocation.