



TITLE	POLICY NUMBER	
Office Moving Procedures	DCS 02-42	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Business Support Services – Office of Real Estate	April 11, 2018	1

I. POLICY STATEMENT

The Department of Child Safety’s (DCS) Office of Real Estate plans, constructs, allocates, and maintains space for DCS operations in the most efficient and cost-effective manner possible. When business needs require office relocations, the procedures outlined in this policy shall apply.

II. APPLICABILITY

This policy applies to all office relocations involving DCS employees, equipment, and assets, including:

- Relocating of an office or offices;
- Relocating of one or more items, i.e. desk, file cabinet;
- Moving for flooring installation or tenant improvement work;
- Picking up excess furniture or equipment for reassignment to other Departments;
- Coordinating pick up of excess furniture or equipment for disposal.

III. AUTHORITY

[A.R.S. § 8-453 \(B\) \(1\)](#) Powers and Duties

IV. DEFINITIONS

Building Liaison: A DCS employee designated as a contact person regarding facility issues, operation, equipment, and safety processes and procedures.

Office of Real Estate (ORE): The unit of Business Support Services responsible for planning and executing office moves within DCS.

V. POLICY

- A. The Office of Real Estate (ORE) shall create a project schedule and send it to all parties involved in the move, including the DCS Information Technology (IT) Department, Moving Vendor, applicable Program Administrator, site Program Manager(s), site Building Liaison(s), DCS Risk Management, Operational Support Unit (OSU), site Lessor/Property Management Team, and any other relevant entities.
- B. Staff shall comply with the project schedule that is established by the ORE Real Estate Manager and direct any comments, concerns, or questions to the ORE Project Coordinator (PC).
- C. ORE PCs will provide a move checklist to the Program Manager and Building Liaison and conduct a move meeting to answer any move-related questions.

VI. PROCEDURES

- A. Department/Staff Responsibilities
 - 1. Complete the Office of Real Estate Move Checklist. ORE will conduct move meetings to ensure that all relevant parties are aware of the move details.
 - 2. In order to expedite the moving process, the following tasks should be considered by the office/unit that is moving **PRIOR** to the arrival of the moving crew:
 - a. Purge unnecessary items;
 - b. Consolidate records and arrange pick up of closed records;
 - c. Deplete excess inventory;
 - d. Survey existing furniture and storage to identify:
 - i) What must be moved to the new space?

ii) What can be returned to ORE for re-allocation?

iii) What can be sent to surplus?

B. Preparing Furniture and Equipment

1. All file cabinets, desks, storage cabinets, credenzas, etc. must be emptied and locked, with keys removed.
2. Computer equipment, printers, copiers, fax machines, etc. must be disconnected as per the instructions in the owner's manual.
 - a. Use ties, string, or rubber bands to wrap up cords/wires;
 - b. Contact DCS Procurement for assistance with large copiers (which require the vendor to facilitate the relocation to avoid warranty issues) and all other items under warranty. In some cases there may be a charge for this service from the vendor;
 - c. Contact IT if unsure about how to prepare equipment for relocation.
3. If anchored items need to be detached from the structure of the building, ORE personnel must approve and assist with the plan. Submit a Landport/work order to the ORE via the Building Liaison or by contacting the Landport Hotline at (602) 542-2236.

C. Boxes, Packing, Tagging, and Labels

1. Boxes can be obtained from the state's contract office supplier. Building Liaisons may order items such as banker boxes, tape, and markers directly via DCSStatewideOrdering@azdcs.gov.
2. The following requirements apply to packing:
 - a. Adequate packing materials must be used;
 - b. A fifty (50) pound weight limit must not be exceeded; failure to adhere to the fifty pound weight limit will necessitate re-packing the box;

- c. Boxes that need special handling must be marked clearly and set apart for the movers;
 - d. Personal property items such as artwork, framed pictures, figurines, plants, etc., must be moved by the owner (DCS employee).
3. All boxes must be tagged with a white label indicating the employee name and **NEW** room or space number to which they are assigned in the **NEW** location.

All furniture, equipment, and any item to be moved must be tagged with a white identification label or surplus tag.

D. Fleet Management Notification

The Building Liaison must send a completed [Equipment Transfer/Surplus Request Form](#) to FleetManagement@azdcs.gov when the physical location of state vehicles changes.

E. Human Resources

The Program Manager and/or the unit/office's HR Personnel Liaison will work directly with HR to notify them of the move.

F. Computers

ORE PCs must open a Service Desk ticket to move staff computers and map printers as soon as a move has been approved.

Regarding surplus computers, the Building Liaison must open a Service Desk ticket and provide IT a list of all on-site surplus computer items so that IT may determine whether to place items in storage or send them to Surplus **PRIOR** to the move.

G. Phones

The Building Liaison will open an IT Ticket as soon as a move has been approved requesting that phones be transferred, disconnected, or disconnected and picked up by IT.

H. Shred Bins

The Building Liaison will work directly with DCS Procurement for shred bins to be moved to a new location, or will cancel the service if the shred bins are not needed.

I. Postage Machine

The Building Liaison works directly with DCS Procurement to relocate postage meters and modify contracts for the machines.

If cabling is needed for destination, the Building Liaison will create an IT ticket requesting cabling for support of the postage machines.

J. Notification of USPS/UPS

The Building Liaison must notify the U.S. Postal Service (USPS) and/or United Parcel Service (UPS) of address changes and work directly with Procurement to ensure accurate delivery of interoffice mail.

If USPS/UPS delivers directly to a specific office location, the field staff or Building Liaison at that location will complete change of address forms directly with USPS/UPS.

K. Surplus List

The ORE PC will assess and create a list of items to be sent to Surplus and not moved to a new location. The ORE PC will procure a price quote for vendor delivery to Surplus as necessary.

VII. FORMS INDEX

[Office of Real Estate Real Estate Move Checklist \(DCS-1582\)](#)

[Property Disposal Request and Authorization \(ADOA SP-101\)](#)

[Equipment Transfer/Surplus Request Form](#)