**Moving Guidelines for the Relocation FSS/PPS No. 08.05**

**of Departments into New or Renovated Issue No. 9**

**Facilities** **Effective Date: 01/26/2021**

**Next Review Date: 12/01/2025 (E4Y)**

**Senior Reviewer: Director of Facilities Planning, Design and Construction**

1. **POLICY STATEMENT**
	1. The purpose of this policy and procedure statement is to delineate responsibilities and procedures associated with the relocation of departments into new or renovated facilities.
2. **COORDINATING MOVES FOR MINOR REPAIR AND REHAB CONSTRUCTION PROJECTS OR DEPARTMENTAL RELOCATIONS**
	1. The Facilities Planning, Design, and Construction Office Special Projects team will maintain an up-to-date schedule of all minor repair and rehab construction projects and departmental relocations occurring at Texas State University.
	2. One month prior to occupancy of the renovated space, staff in the Office of Special Projects will contact departments regarding the impending move. Whenever possible, departments are encouraged to perform self-moves. Staff and faculty can easily accomplish moves of books, boxes, and single items of furniture. This will save money for the university and time for the department.
	3. It will be the responsibility of the department head to coordinate moving dates, associated activities, and accounts to be charged.
3. **COORDINATING MOVES FOR MAJOR REPAIR AND REHAB OR NEW CONSTRUCTION PROJECTS**
	1. The director of Facilities Planning, Design, and Construction will maintain an up-to-date schedule of all new and major repair and rehab construction projects occurring at Texas State during a three-year period.
	2. Six months prior to completion of the contract for a new building or renovation of an existing building, the director of Facilities Planning, Design, and Construction will notify the Office of Special Projects of the impending departmental moves. The Office of Special Projects will schedule and coordinate contracted moves. The Office of Special Projects will also provide contract administration.
	3. After receipt of the [Request for Renovation, New Space, or Change of Function form](https://www.fss.txstate.edu/planning/spmgt/allocation.html), the Office of Special Projects will work directly with departments to be moved and will provide them with all associated information, required instructions, and guidelines.
4. **REVIEWER OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Position Date

Director, Facilities Planning, Design December 1 E4Y

and Construction

1. **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Facilities Planning, Design and Construction; senior reviewer of this PPS

Associate Vice President for Facilities

Vice President for Finance and Support Services