

Asset Management

Campus Moving Guidelines

August 25, 2010



Overview

Asset Management is responsible for organizing internal and external moving of offices and/or equipment, and is the central point-of-contact for moving requirements for the entire Houston Community College. All fees for moves will be assessed by the Asset Management Department and properly administered to the respective college and/or division for payment. Asset Management works directly with campus management to organize moving requirements, including: reviewing the work; providing estimates and time frames to complete the work; organizing external moving companies; and processing all moving charges related to the project. Additionally, Asset Management monitors and maintains an external service provider (A-Rocket) and ensures that quality, pricing, and productivity requirements are met to minimize the costs associated with moving.

When the size of the moving project is large, time frames cannot be met, and/or specialized equipment is being moved or is required to complete a move, the external service providers (A-Rocket) are used. Under no circumstances should the department contact A-Rocket Moving Company directly. All requests must be made directly through Asset Management.

The HCC Warehouse is located at 1120 Delano (near downtown). The HCC Warehouse Service is committed to recycling surplus supplies and equipment of the faculty and staff of HCC. Surplus property is available by transfer to campus departments. The warehouse is not a storage facility. The property contained within and that shall be housed in the warehouse is specifically for disposable surplus or items that will be recycled to another location within a specified time frame.

REFERENCES AND RESOURCES

Asset Management Quick References ([Click Here](#))

TASK TO BE COMPLETED	FORM OR METHOD REQUIRED	CONTACT PERSON
Move of furniture and equipment within building or to another building	Request for Transfer Form (Click Here)	Asset Management 713) 718-5140 or email asset.management.hccs.edu
Notify Asset Management of transfer/relocation of College equipment	Request for Transfer Form (Click Here)	Asset Management 713) 718-5140 or email asset.management.hccs.edu
Complete the form during the planning stage; prior to scheduling your move and submit to asset.management.hccs.edu	Moving Supplies Order Form (Click Here)	Asset Management 713) 718-5140 or email asset.management.hccs.edu

Procedures

Purpose:

Explanation of move procedures related to Asset Management/Inventory Control and Building Operations Department.

Scope

Applies to all College Campuses and Departments.

DEFINITIONS

Major Moves

External moves performed by outside vendors and moves that include the involvement of various departments.

Example: Moves from on campus to another.

Minor Moves

Non-project and small office moves that are performed by HCC Campus Service Technicians assistance.

Example: File Cabinet, Desk, and items moved from room to room within the campus or under 50 pounds.

Capital Equipment

Controlled Assets - are assets valued at \$1,000 or greater. These assets are tagged for inventory control.

Non-Controlled Items

Office furniture with a cost or life below the \$1000 threshold, such as chairs, desks, table.

KEY CONTACT

Campus	Manager	Phone Number	E-Mail
SYSTEM			
System	Germaine Washington	713-718-5179	germaine.washington@hccs.edu
NORTHEAST			
Northeast/Codwell	Abe Bryant	713-718-5536	abe.bryant@hccs.edu
Northeast/Northline	Raul Ortegon	713-718-8007	raul.ortegon@hccs.edu
Northeast/Pinemont	Jacqueline J. Howard	713-718-8107	jacqueline.josephho@hccs.edu
NORTHWEST			
Northwest/Town & Country	Rose Pena	713-718-5417	rose.pena@hccs.edu
SOUTHEAST			
Southeast/Eastside	Maria (Delores) Rios	713-718-7259	maria.rios@hccs.edu
SOUTHWEST			
Southwest/Westloop	DR. William Cathey Dumisani Sayi	713-718-7870 713-718-7836	william.cathey@hccs.edu dumisani_Sayi@hccs.edu
Southwest/Alief	Jane Perez	713-718-6911	jane.perez@hccs.edu
Southwest/Scarcella Center	Tyrone Cross	713-718-6702	tyrone.cross@hccs.edu
Southwest/Alief	Hernan Segovia	713-718-5348	hernan.segovia@hccs.edu
COLEMAN			
Coleman	Cynthia Avalos	713-718-7483	cynthia.avalos@hccs.edu

CENTRAL			
Central	Melba Martell	713-718-6621	melba.martell@hccs.edu
Central	Sharyn Winborn	713-718-7601	sharyn.winborn@hccs.edu
Central	John Robertson	713-718-6615	john.robertson@hccs.edu
Central	Antonio Nutall	713-718-6373	antonio.nutall@hccs.edu

MINOR MOVES PROCEDURES
REQUESTING AND SCHEDULING OF DEPARTMENTAL MOVES

Departments may contact the following designee above to schedule minor moves (under 50 pounds) at the specified campuses.

All move requests are to be initiated on [Request for Transfer of Equipment Form](#) and faxed to the designee listed above and submitted at least three days prior to the required move (a week is preferred). Emails and voice mails are accepted as an FYI **only**. No moves can be scheduled without a RTF in place.

All moves will be scheduled on a first-come first-served basis and determined by the date the RTF is received by the site designee.

For any moves consisting of tagged equipment it is recommended that these items be listed first on the RFT displaying the information displayed below. The remaining non-capital items can follow. No other items will be moved that are not displayed on the RTF.

Tag#	Description	Condition of Item

Upon receipt of transfer, Campus Management will determine if the work can be completed in-house by Campus Service Technicians. They will notify the requesting department of the date and time the move is scheduled.

- If it is determined that contract movers are required Campus Management will contact Asset Management to arrange the move.
- Only Asset Management can authorize moves requiring contract movers.

MAJOR MOVES

MOVING/ASSET MANAGEMENT

Asset Management/Inventory Control, in conjunction with the Building Operations Department, is responsible for moving property from one campus location to another. Permission to move property should be on the [Request for Transfer Form \(RTF\)](#) Property Tag Numbers for all equipment moved must be listed on the [Request for Transfer of Equipment Form](#). Forms are available on Asset Management’s and Building Operations’ web sites.

Responsibility: Department Head

Prior to submitting a Request for Transfer of Equipment Form, check to see if you have any equipment that is covered by a service contract or a lease agreement. To avoid voiding warranties, review the contract in advance of the move. Certain equipment leases may require prior notification of a move (as much as 60 days) when required by their company.

Complete a [Request for Transfer Form \(RTF\)](#). All equipment to be moved must be shown on this form. If equipment does not have a property number tag or manufacturer serial number, write N/A on the form. All forms must clearly state FROM LOCATION and TO LOCATION and have all required signatures.

Campus Management will forward forms to Asset Management in sufficient time prior to the move to allow adequate planning. Forms should be received a minimum of three (3) working days prior to the intended date of the move. Large moves (i.e. entire offices) require a seven (7) working day advance notice.

Responsibility: Asset Management

1. Receive the [Request for Transfer Form](#) and correspond with contact person or vendor, via phone or email, if needed.
2. Contact contracted mover to schedule move and estimate manpower and/or equipment requirements for the move.

3. Notify the department contact person designated and provide move data and the following responsibilities:
 - Verify all details of the move.
 - Provide contact information for the day of the move to resolve any problems that may occur.

NOTE: EQUIPMENT SUCH AS LAB REFRIGERATORS, FREEZERS, CENTRIFUGES, BIO-SAFETY CABINETS, OR ANY OTHER EQUIPMENT THAT MAY BE CONTAMINATED BY RADIATION, BIOLOGICAL, OR CHEMICAL SUBSTANCES MUST BE DECONTAMINATED. EQUIPMENT PERCEIVED AS DANGEROUS WILL NOT BE MOVED. FOR QUESTIONS ON THE MOVEMENT OF CHEMICAL, BIOLOGICAL, OR RADIOACTIVE MATERIALS, CONTACT THE [SAFETY & LOSS OFFICE](#).

ADVANCE PLANNING

RESPONSIBILITY: DEPARTMENT

Determine if assistance is needed to disconnect or relocate items that involve plumbing, electrical, mechanical, and carpentry work, etc. Contact Aramark at (713) 718-5555 for any questions you may have for this type of work.

If assistance is needed in relocating or disconnecting telephone services or computers, contact the Information Technology Department's help desk at **(713) 718-8800** or email to customer.support@hccs.edu.

Moves consisting of employees changing locations must follow the steps below:

INTERNAL	
STEP 1	<p>Three weeks before you move, Log on to:</p> <p>PeopleSoft On-line Employee Self Service application makes it easier and more convenient for you to update your address online. Simply log on using PeopleSoft on-line Employee Self Service. If you do not have access to a personal computer, at any HCC facility please submit form HCCS-HR-502 (Personal Information Update Form) immediately to the HR Employee Records Department. This form is located on the HR Web site. Employee Self Service Click Here</p> <p>HCCS-HR-502 Click Here</p>
STEP 2	<p>Contact your key contacts and provide them with your updated information.</p>

RESPONSIBILITY: INVENTORY CONTROL

1. Update inventory to reflect changes in the location of equipment.
2. Resolve post-move issues.
3. Store or dispose of equipment as requested.

Should you have any questions regarding the moving process, please contact Asset Management at (713) 718-5140 or email asset.management.hccs.edu

REFERENCES AND RESOURCES

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