Office Allocation and Move Policy

Effective Date:    January 25, 2010
Responsible Officer: Associate Dean of External Affair

I. Purpose
To define how office space at the University of Maryland School of Architecture, Planning and Preservation is allocated and to communicate the procedure for office moves

II. Office Allocation
Office space will be assigned based on employee status. In some cases, full-time employees may be assigned to share a large office. The hierarchy is as follows:
- Full-time Faculty (defined as 75% FTE or more)
- Full-time staff (defined as 75% FTE or more)
- Part-time faculty
- Part-time staff

III. Office Moves
Office moves may involve several components including relocating phones, computers and furniture. Unless previously approved and communicated by the Associate Dean, other unscheduled move requests will not be accommodated.

Below is a step by step guide to assist with office moves.
1. ALL requests for space should be addressed to the Associate Dean for facilities
2. Associate Dean makes a determination about space requests based on operational needs
3. Associate Dean discusses the space allocation decisions with the Assistant Dean and Directors, as appropriate
4. Associate Dean solicits the Dean’s approval
5. Associate Dean informs all affected parties of the move, timeline, and solicits information regarding what should be moved and where
6. Associate Dean notifies the following parties of the impending move
   a. Shop Manager – responsible for moving furniture
   b. NTS Rep - responsible for arranging phone moves and provides timeline
   c. IT – evaluates computer needs and responsible for moving equipment
7. Shop Manager schedules move based on timelines/schedules provided
8. Shop Manager confirms schedule with Associate Dean
9. Associate Dean updates all parties with official move date
10. Moving parties provide a list of things to be moved and a diagram of how new space should be arranged
11. All involved do a walk-through at least 24 hours prior to move
12. Associate Dean is available to coordinate moves on the scheduled day

Additional Information: Inquiries regarding this policy can be directed to the Associate Dean of External Affair at jeronimo@umd.edu or 301.405.8628.