

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**  
Facilities/Properties/Equipment/Vehicles

**CODE NUMBER:**  
AC-5-2

**TITLE:**

Moving of Furniture, Files, Equipment and Records

**ADOPTED:** 3/3/82

**AMENDED:** 2/21/12

**ORIGINATING DEPARTMENT:**  
Construction & Design

**PURPOSE/SCOPE:**

To establish guidelines for moving of furniture, files, equipment and records.

**POLICY/PROCEDURE:**

In an effort to eliminate the unnecessary moving of furniture, files, equipment and records the following guidelines have been adopted by the Board of County Commissioners:

- (1) Each department and/or office should make every attempt to limit moving request through the use of their own office staff.
- (2) For small moving jobs such as chairs, files cabinets or moving boxes that can be done by one (1) man, please contact the Furniture Shop in Construction & Design for assistance. A work request through the work order system is preferred.
- (3) For moves too large for in house staff please contact the Furniture Shop in Construction & Design to help coordinate the moving company through the County Wide Moving Services contract.
- (4) For moving computer equipment contact ITG for disconnection and direction. Leased equipment, such as copiers or plotters, should be moved by the leasing company.
- (5) The moving of Record Boxes to and from the Records Center should be coordinated through Facilities Services.