



Columbia College Office Move Procedures

1. Request for an “Office Move” is discussed and recommended within the department or division.
2. The Manager or Dean submits a written recommendation of the “Office Move” to the appropriate Division Vice President for approval.
3. The Dean or Vice President presents the Division-approved “Office Move” to Admin Council. Admin Council will review and discuss the move request to ensure all areas/departments are in agreement.
4. If the “Office Move” is approved by Admin Council, the appropriate staff from Department/ Division will submit a facilities work order requesting the move.
5. Work Order Authorization will be approved by the Vice President, College & Administrative Services based on the direction of Admin Council.
6. Facilities will set the date for the move and notify Technology/Media at least 48 hours in advance.

*Approved by Admin Council
August 30, 2011*

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08-30-11/tli*