



City of Arts & Innovation

# City of Riverside Administrative Manual

**Effective Date:** 07/2003  
**Last Review Date:** 07/2018  
**Latest Revision Date:** 07/2022  
**Next Review Date:** 07/2025  
**Policy Owner(s):** General Services

**Approved:**  
  
 \_\_\_\_\_ Department  
  
 \_\_\_\_\_ City Manager

**SUBJECT:**

**Floor Plan Modifications, Furniture Relocations, or Installation of New Furniture**

**PURPOSE:**

To establish the proper procedure for requesting modifications to a department floor plan and/or relocation of an existing floor plan or installation of new office furniture.

**SOURCE OF AUTHORITY:** City Charter Section 601

**POLICY:**

The General Services Department is responsible for coordinating floor plan modifications and furniture relocations and new installations in City Hall and other outlying facilities. The work involved includes planning and scheduling of labor, electrical work, telephone/data changes, relocation or installation of office equipment and furniture, and other similar tasks.

Some steps in the procedures outlined below may be modified or omitted based on the complexity of the relocation project.

**PROCEDURE:**

Responsibility	Action
Requesting Department General Services Director	1. Submits request in writing with sufficient detailed information to General Services Director for approval. 2. Assigns Building Services Project Manager to work with requesting department in designing the floor plan, ordering new furniture (if needed), estimating furniture relocation costs, evaluating impact to information systems, and reviews with requesting Department Head. 3. Upon approval, refers request to Maintenance Services Manager, who will coordinate with the Building Services Project Manager and the requesting

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Department Head	department. 4. Appoints person to act as liaison with Building Services Project Manager, Maintenance Services Manager, and furniture supplies (if needed).
Department Liaison	5. Submits Telephone/Date Change Request Form and floor plan identifying intended department telephone/data changes to Innovation and Technology Department and Maintenance Services Manager for an estimate of costs at least three weeks in advance. However, a minimum of eight weeks' notice is recommended for large office moves or relocations.
Maintenance Services Manager	6. Develops a cable pulling plan with the department liaison and IT, determines the necessary costs and identifies account number(s) to cover project costs, if applicable. Provides a copy of the plan to Building Services Project manager when complete.
Department Liaison	7. Develops an alternative work plan for displaced office staff in coordination with the Building Services Project Manager if staff is required to be temporarily relocated.
Department Head	8. Approves final floor plan and alternate work plan for displaced office staff and provides Building Services Project Manager with account number(s) to which project costs should be charged, if applicable.
Building Services Project Manager	9. Meets with department liaison to develop a checklist for furniture location(s) and to synchronize timing of move with Innovation and Technology staff. 10. Provides department liaison, Maintenance Services Manager and Innovation and Technology staff with tentative work schedule/timeline. 11. Coordinates final work schedule with Maintenance Services Manager, Innovation and Technology and department liaison.
Department Liaison	12. Orders packing boxes from Central Stores. Securely tapes bottom of boxes and labels them appropriately. (For desk unit relocations, all items must be boxed, including items in drawers. Contents in lateral files must be boxed; drawer files can be moved without removing contents.) Coordinates removal of old furniture and boxes with Maintenance Services Manager.
Maintenance Services Manager or Building Services Project Manager, as appropriate	13. Conducts necessary work as approved. 14. Schedules walk-through with department liaison and develops punch list for project acceptance. 15. Completes work identified on punch list. 16. Conducts final walk-through with department liaison and obtains project approval.

**Attachments:**  
None

<b>Department Review</b>			
<i>Required</i>	<i>Department</i>	<i>Signature</i>	<i>Printed Name</i>
<input type="checkbox"/>	City Attorney		
<input type="checkbox"/>	City Clerk		
<input type="checkbox"/>	CEDD		
<input type="checkbox"/>	Off. of Communications		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	General Services		
<input type="checkbox"/>	Housing		
<input type="checkbox"/>	Human Resources		
<input checked="" type="checkbox"/>	IT		
<input type="checkbox"/>	Library		
<input type="checkbox"/>	Museum		
<input type="checkbox"/>	Off. of Homeless Solutions		
<input type="checkbox"/>	Parks, Rec & Comm Svcs		
<input type="checkbox"/>	Police		
<input type="checkbox"/>	Public Utilities		
<input type="checkbox"/>	Public Works		