

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **MOVING LARGE ITEMS OF OFFICE EQUIPMENT AND/OR  
FURNITURE**

ANNUAL REVIEW MONTH: June

RESPONSIBLE FOR REVIEW: Housekeeping Services Director

LAST REVISION DATE: June 2008

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The purpose of this policy is to establish responsibility for moving large items of office equipment and/or furniture.

Movement of office equipment and furniture utilized within client areas is the responsibility of the Service Director.

Moving large items of office equipment and/or furniture in non-client areas shall be the responsibility of Central Housekeeping. The department head or office director or designated representative will make a request to the Housekeeping Services Director (CSH) at least three (3) working days prior to the date such items are to be moved; and will prepare inventory control forms in compliance with CSH Policy 3.03, State Property Management. Property Control should be notified for the assistance of a truck and a driver. All measures necessary to avoid damage to items being moved will be taken.

**Approved:**

**This policy has been approved by the CEO and CMO in July 2008.**