



# Policies & Procedures

## GEORGIA BUILDING AUTHORITY

**SUBJECT: Tenant Moves**

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The Georgia Building Authority (GBA) will assist agencies in coordinating moves to ensure minimal disruption and a smooth transition. This Moving Policy is intended to provide tenant agencies with the procedures and guidelines for moving furniture, equipment, and supplies into and out of GBA facilities and Non-GBA facilities.

### **SECTION I. MOVE PROCEDURES**

#### **1. Principal Contact**

Tenant Agencies will designate a Principal Contact Person to manage the move and notify GBA at least one month prior to the move. The "Principal Contact(s)" should have the authority to make decisions relating to move/project.

#### **2. Change of Address Notification**

GBA staff will provide tenants with the new room and/or suite numbers – tenants may not develop their own numbering schemes. Tenants should:

- Provide Post Office with Change of Address.
- Contact vendors to ensure no deliveries are made to the old space after the move.
- Coordinate with vendors to ensure deliveries to the new space begin only after the move.

#### **3. Telephone Service**

Tenant Agencies will coordinate telecommunications services directly with their service provider(s).

#### **4. Maintained Equipment**

Tenants should contact vendors of maintenance contracts on office equipment (copiers, fax, and postage machines) prior to moving and check the requirements of moving or what effect moving will have on warranties or service agreements. If possible, have the maintenance provider package all equipment for the move.

#### **5. Surplus Property**

Tenant agencies will coordinate directly with the Department of Administrative Services to dispose of surplus property including completing the forms and scheduling move dates. Detailed information for surplus property policy can be obtained on DOAS's website: <http://doas.georgia.gov/StateLocal/Surplus/Pages/Home.aspx>. All surplus items should be properly tagged or transferred prior to move date. Furniture to be picked up by other divisions for field offices must be picked up before the move.

#### **6. Request Moving Supplies**

The Principal Contact can request boxes, tape, and labels from the GBA Move Coordinator.

- Allow three weeks to receive boxes.
- New boxes will have an associated cost.

### **7. Personal Items**

All plants, personal items and breakables should be moved by their owners. We encourage tenants to take personal items home before the move and then bring them back after completion of the move.

### **8. Clean Up**

Tenant agency will place all packing material and debris in designated containers and stack flattened boxes in designated areas. GBA will remove trash from containers and pick up the boxes.

## **SECTION II. GBA MOVING SERVICES**

GBA provides moving services only for tenants moving between GBA facilities. The following procedures will ensure a smooth transition:

### **1. Packing Guidelines**

All documents, files and equipment will be packed properly by the tenant agency in preparation for the move:

- All file cabinets, tabletops, and bookcases should be cleared off.
- Bookcase shelves should be removed, taped together, and labeled to match the bookcase.
- File cabinets must be completely empty and someone on the move site must have keys to the file cabinets.
- All electrical equipment should be disconnected and the cords securely taped to the equipment or boxed and labeled.
- Desk and table drawers should be empty with any moving part securely shut and taped.
- Only boxes furnished by GBA should be used unless an item is in the original box, (such as computer or copier paper).
- All boxes must be secured with packing tape.
- Packing labels should be used - do not write or mark on GBA boxes.
- Labels will be placed in the upper right hand side of the boxes. Labels should include:
  - (1) The name of the contact person
  - (2) The room, area, or workstation number of the new office space.

### **2. Furniture Placement**

The "Principal Contact" should provide accurate information, including a furniture layout sketch, to the GBA Move Coordinator for all existing and any new equipment going into the new location.

- Existing furniture (inside and outside of enclosed areas) will be placed according to the approved plan.
- Tape an extra copy to the doorframe of the enclosed space to ensure a successful moving day.

Note: If the new space is designed for modular workstations, any additional furniture like files, printer stands and chairs may block corridors and violate ADA and State Fire Code.

**3. Moving Day Staff Support**

The "Principal Contact" should ensure a few people who are familiar with the layout at both old and new locations are on hand to help direct the movers. Remaining staff should not come to the new location until the first regularly scheduled workday following the move.

**4. Inspection**

After the move, the Principal Contact will inspect all equipment and materials and coordinate an assessment of any damages with the GBA move coordinator.

**SECTION III. GBA MOVING SERVICES/TASK ORDER CONTRACTOR**

GBA can provide moving services for GBA tenants moving between GBA facilities or moving into non-GBA facilities with GBA's Task Order Moving Contractor.

- 1. The Agency Facility Coordinator** will be required to submit a request for a design/estimate work order to GBA Work Control Center at [workorder.request@gba.ga.gov](mailto:workorder.request@gba.ga.gov).
- 2. The GBA Operations Division** will coordinate with the Agency Facility Coordinator with scheduling a tour of the facility with the GBA's Task Order Move Consultant for an estimated cost.
- 3. The Agency Facility Coordinator** must approve the submitted estimated move cost and request a reimbursable work order through the GBA Work Control Center at [workorder.request@gba.ga.gov](mailto:workorder.request@gba.ga.gov).
- 4. The GBA Operations Division** will schedule and coordinate the move schedule with the Task Order Move Contractor and the Agency Facility Coordinator.

**SECTION IV. CONTRACTED MOVING SERVICES**

GBA does not provide moving services when moving to or from a non-GBA facility. Outside contractors must be utilized on these occasions.

**1. Notification**

Prior to any move into or out of a GBA facility, the Property Manager must be notified in writing thirty days prior to the move.

**2. Scheduling**

No moves shall take place during regular business hours unless approved in advance by the Property Manager. All moves must be scheduled after 6:00 PM on weekdays or at any time on Saturdays, Sundays, or holidays. Loading/unloading is to take place only at approved loading areas.

**3. Insurance Requirements**

It is mandatory that state agencies provide to the GBA verification of insurance coverage when contracting with outside vendors for moving operations. The standard insurance requirements for movers are as follows:

**General Liability Insurance**

\$1,000,000 per Person  
\$3,000,000 per Occurrence

**Automobile Insurance**

\$100,000 Minimum

**Workers' Compensation**

All employees and sub-contractors must have coverage

**4. Contractor Personnel**

- All supervisors of the moving company must pass a security background clearance check. The form is available from the GBA's Parking Office at 1 MLK, Jr. Drive, Atlanta, Georgia 30334. Once the clearance check is passed, a contractor's identification badge will be issued to the supervisors.
- All employees of the moving company are to be uniformed and/or wear identification at all times.
- Employees of the moving company will not be permitted to access any part of the building other than the predetermined moving route.

**5. Safeguards**

The moving contractor must provide protection for all areas that are in the pathway of the move, including corners, floors, walls, and any other affected areas.

- All materials should be reviewed by GBA for approval prior to use within the buildings.
- Floor protection should be Masonite panels starting at the exterior access of the facility to the furthest point of the move. All carts should remain on the Masonite flooring and should only travel on the protected pathways.
- Corner protection and wall protection are required on all corners between the exterior access and the furthest point of the move, as well. Corner protection should be cardboard corners adhered with painter's tape to the wall.
- The wall protection should be rolled cardboard also adhered with painter's tape.
- All protection must be removed by the moving company after completion of the move.

**6. Final Walk-Thru**

A walk-thru with the Tenant Coordinator and GBA will take place after the move. The tenant will be responsible for any damage to the GBA space.