

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1541 **PAGE** 1 of 1

**PROCEDURE TITLE:** Supplementary Custodial Services and Relocation of Furniture and Equipment

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

**BASED ON POLICY:** III-60 College Property: Receipt, Custody, Insurance and Control

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:**

**LAST REVIEW DATE:** ~~October 11, 2005~~; December 13, 2023

## I. PURPOSE

To provide for supplementary custodial service and for relocation of furniture and equipment.


## II. PROCEDURE

### A. Supplementary Custodial Services

1. Originator submits a Work Order Request, sufficiently detailed to be self-explanatory, via normal channels to Campus Services. The request should allow for sufficient lead time to permit efficient scheduling of personnel (Preferably 48- 72 hours).

### B. Relocation of furniture or equipment

1. Originator submits a Work Order Request, containing Property Control number of property to be relocated, present location and building and room number of relocation, via normal channels to Campus Service. It is urgent that requests be submitted as far in advance as possible to facilitate scheduling of limited personnel available for this purpose.

	12/13/2023
<b>PRESIDENT</b>	<b>DATE</b>