



Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA175
Title	Office/Space relocations
Policy Owner	Director of Buildings and Estates or nominee(s)
Date	13 December, 2022
Approved By	University Management Team

1.0 Purpose

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for requesting a space relocation. Buildings & Estates co-ordinates the services for moving office (including services from Information Services and Solutions).

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

2.0 Procedure for Office/Space relocations

2.1 Complete and return the Application for Proposed Office Move Form to officemanagerbuildingsandestates@universityofgalway.ie which must contain the following information:

- 2.1.1 Name and Staff ID number (Applicant) proposing to move office
- 2.1.2 The Applicant's College/School/Unit
- 2.1.3 The Applicant's current room number and building
- 2.1.4 The room number and building the Applicant proposes to move to
- 2.1.5 The status/job title of the Applicant
- 2.1.6 The reason for the request for the Applicant to relocate
- 2.1.7 Approval for office/space relocation from relevant Head of College/School/Unit
- 2.1.8 The Name and status/job title of the new occupant of the space being vacated by the Applicant
- 2.1.9 The Name and status/job title of the previous occupant of the Applicants proposed new location and where they have moved to

2.2 As part of the proposed office relocation application, it is necessary to identify any works that may be required. The cost of such works will be borne by the College/Unit/Research Institute. Transfer of funds will be required in advance of the relocation. A budget estimate can be provided upon request. Budget code and approval from College/Unit/Research Institute is required.



- 2.3 If the office relocation/move is approved, Buildings & Estates will issue the Applicant with the Office Move Guidelines and Form.
- 2.4 A minimum of two weeks’ notice of relocations/moves must be given by Buildings & Estates to all service providers.
- 2.5 Requests will be risk assessed on an individual basis taking into consideration factors such as:
- 2.5.1 number of items to be moved
 - 2.5.2 weight of items to be moved (one person/two person lifts)
 - 2.5.3 access to lifts
 - 2.5.4 ground floor moves, higher floor moves etc.
- 2.6 An email schedule will be issued by Buildings & Estates to all service providers, the Applicant and any other relevant staff members with a copy of the Office Move Form. The email will give details of:
- 2.6.1 Date of move
 - 2.6.2 Information for all service providers, e.g. Facilities Services, the Mailroom, ISS, Security and Signage
- 2.7 The Applicant (or a deputy) must be present on the date of relocation for any service queries that may arise.

3.0 Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Buildings & Estates or nominee(s) to the activity
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team (“UMT”), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University’s strategic objectives.
Head of College/School/Unit	Responsible for the approval of office/space relocations and approval of any subsequent alterations to the space. This also includes budget approval for each part of this process. Also responsible for ensuring that any space returned is presented in good condition, with all materials removed, including hazardous waste and equipment. Costs associated with same to be borne by the relevant College/School/Unit.



Applicant

Responsible for accurate completion of all documentation and ensuring the space being vacated is returned to Buildings & Estates in good condition.

4.0 Related Documentation

- 4.1 Space Management Policy (QA162)
- 4.2 Procedures for Space Management (multiple)
- 4.3 University Health & Safety Policies and Procedures (multiple)
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.4 Guidance document on Space Norms (in development)
- 4.5 QA180 Hybrid Working Policy
[https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-\(UMT-Approved-December-2022\).pdf](https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-(UMT-Approved-December-2022).pdf)
- 4.6 QA140 University of Galway Retired Staff Policy
https://www.universityofgalway.ie/media/publicsub-sites/retiredstaff/files/QA140-Retired_staff_policy_bearas_o_gaillimh_do_chomhalta_foirme_scor.pdf
- 4.7 New Project Request (form) (not publically available)
- 4.8 New Equipment Request (form) (not publically available)
- 4.9 Application for Proposed Office Move Form V4 (not publically available)
- 4.10 Move Guidelines and Form V10 (not publically available)

*Visit the **P&P Repository** on the **Quality Office website** for other policies, procedures, regulations and guidelines*