NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: EQUIPMENT RELOCATION

NUMBER: NN-LD-08

ORIGINAL DATE: 06/12/91

REVIEW/REVISE DATE: 06/09/95, 11/12/98, 1/3/02, 05/05/05, 4/03/08, 2/17/11, 2/20/14

APPROVAL: Cody L. Phinney, Agency Director

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I. PURPOSE

To establish procedures for the management and control of equipment that must be relocated.

II. POLICY

Equipment may not be relocated unless procedures contained herein are utilized.

III. DEFINITIONS

1. Equipment: any item with a NNAMHS or State property tag: desk, chairs, tables, workstations, file cabinets, fax machine, printer, and computer setup - to include any and all computer equipment.

IV. PROCEDURE

A. To request equipment relocation, complete the Moving/Equipment Relocation Form located in the desktop links forms folder.

1. Justification for the move should be sufficiently detailed to
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demonstrate the benefits of the move and identify other departments/parties affected.

2. Department Manager approval must be obtained.

B. Send the form to the Business Office for review for fire and safety violations and when applicable for availability of appropriate power source.

1. If the move involves a computer set up, printer or other hardware device, the Business Office will notify Office of Informatics Technology (OIT) via the Help Desk for review of data connectivity, power source and safety.

2. The Business Office will forward the request to the Property Inventory Control Clerk, which will contact housekeeping, maintenance and/or OIT staff to arrange approved moves.

3. At the discretion of the Business Office, Moving/Equipment Relocation Forms may be forwarded to the Agency Director for consideration and approval.

C. Completed forms will be forwarded to the Property Inventory Control Clerk.

D. The Property Inventory Control Clerk will make appropriate adjustments to inventory control cards and retain the Moving/Equipment Relocation Forms for back-up.