



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

3400

MOVING OF CLASSROOMS AND OFFICES:

To accommodate a move within a school of a classroom or office, the following guidelines apply:

1. Staff affected by this need will be given a written notice of at least 5 working days prior to the intended disruption.
2. Teachers need to identify and box personal effects and may request maintenance to move them.
3. Maintenance staff will move all furniture, including the teacher desks, filing cabinets and any other materials left in the room (including professional materials).
4. When a maintenance/capital project is completed, all materials need to be returned to the general area from which they came.
5. Students and teaching staff are not expected to move furniture and any moving by the maintenance is to be done outside of the instructional day.
6. To accommodate a move to another location, all personal materials to be moved must be boxed, labeled and ready to move by July 1st. (school name, full teacher name and destination room number). The receiving school needs to make maintenance requests for changes, related to the move, with reasonable notice.
7. Materials will be delivered to the teacher's new school at least one week before the start of school year.

Date adopted: October 13, 2009
Revised:

Reference: Board Policy

Supt. Signature: