

Introduction

Typical reasons for vacating and/or occupying space:

- Temporary relocation due to refurbishment work (decanting).
- Cessation or termination of contract or position without renewal.
- Redundancy of position.
- Physical relocation of individual staff or organisational unit or activity from one space to another.
- New staff position, unit or activity requiring space allocation.
- Organisational restructure (may trigger any of the above).

The procedure will be coordinated at the Divisional level or equivalent by a single representative.

Vacated Space

The University assigns space to support institutional priorities. Vacated space is not automatically retained by any organisational unit. Vacated space will be subject to reassignment to other JCU priorities.

External Organisations/Commercial tenants

The vacate responsibilities of commercial tenants will be defined in the Lease. Commercial Services will notify the Estate Directorate in advance of the intention to vacate.

Unassigned Space

Unassigned space will be closed-off by Estate Directorate until re-assigned.

1. Request a Space Move – Divisional responsibility

All requests for a space move shall be coordinated through the Estate Directorate. For more information, contact the Estate Directorate on 0800 000 088 690 or visit the website at www.jcu.edu.au/estate.



Figure 1 - Move manager approval process flowchart

2. Request a Space Move – Estate Directorate responsibility

Step	Action
1.	Space requests sent from a Level 2 user will email the Estate Directorate Space Planning Officer (Level 1 user).
2.	The Space Planning Officer

5.	<p>Furniture and Fixtures</p> <p>Unless otherwise permitted in order to meet a specific requirement: furniture including desks, chairs, tables, bookcases, fixtures including whiteboards, pinboards, adjustable shelving and the like shall be retained within the vacated space.</p> <p>Where it is agreed with Estate Directorate that particular furniture is to be relocated to another space, a MEX request with the appropriate account code for charging may be entered to coordinate the removal contractor.</p>
6.	<p>Keys</p> <p>All keys to be returned to Security.</p>

4. Vacate Space – Estate Directorate Responsibility

Step	Action
1.	Estate Directorate responds to request to move or vacate via FM: Interact Movement Module, and arranges the preliminary and final inspection dates.

6. Occupy Space – Estate Directorate Responsibility

Step	Action
1.	Handover Inspection Report Estate Directorate

Related policy instruments