

Same School and Different School Teacher/Classroom Moves

1. Purpose

The purpose of this procedure is to establish a standardized process for requesting, approving, scheduling, tracking, and completing classroom relocations within the district. This process ensures proper coordination between school administration, custodial staff, maintenance, transportation, and Information Technology (IT) departments while minimizing disruption to instruction.

2. Scope

This procedure applies to:

- Classroom relocations within the same school
- Teacher transfers to a different school
- Department relocations
- Summer classroom moves
- Furniture and instructional equipment moves

3. Definitions

Term	Definition
Same School Move	Relocation of a teacher/classroom within the same campus
Different School Move	Relocation of a teacher/classroom between district schools
Requestor	Person submitting the work order
Move Coordinator	Maintenance or custodial supervisor coordinating the move
Hero HQ	District work order management platform

4. Roles and Responsibilities

Role	Responsibilities
Administrator	Approves classroom reassignment and move request
Office Manager/Secretary	Submits Hero HQ work order
Teacher	Packs, labels, and prepares classroom materials
Head Custodian	Coordinates custodial staffing and room readiness.
Maintenance	Handles furniture disassembly/assembly and specialty items
Maintenance	Provides truck or moving crew for between schools moves
IT Department	Disconnects/reconnects district technology

5. Move Categories

Standard Operating Procedure (SOP): Classroom Relocation Process

A. Same-School Classroom Move

Examples:

- Room reassignment
- Grade-level classroom changes
- Program relocations within a building

B. Different Schools Classroom Move

Examples:

- Teacher transfer to another school
- Program relocation between campuses
- Department moves

6. Work Order Submission Procedure

Step 1 — Administrative Approval

The principal or assistant principal must approve the classroom reassignment prior to submitting a work order.

Step 2 — Work Order Creation in Hero HQ

The school office manager or designated administrator creates a Hero HQ work order under:

Workflow: “RELO: Classroom Relocation”

Category: GM:MOVE

Reason:

- Move - Same School
- Move - Different School

Step 3 — Required Work Order Information

Requestor Information

- Current school
- Current classroom
- Reason for move
- New school
- New classroom number (if known)
- Teacher/staff member moving
- Furniture to be moved (school-owned property must remain at the school that purchased it)
 - Select all that apply:
 - ✓ Student desks
 - ✓ Filing cabinets
 - ✓ Shelving
 - ✓ Science equipment
 - ✓ Art equipment
 - ✓ Confidential records

Standard Operating Procedure (SOP): Classroom Relocation Process

- ✓ Teacher's desk
- ✓ Other
- Special instructions (hazardous materials, security concerns, or room readiness information)
- Requested move date
- Administrator approval given

7. The workorder approver will assign the workorder in the following way:

Same School Moves

Hero HQ workorder will be assigned to the school group, which will notify:

- Administrator
- Head Custodian
- Office Manager

Different School Moves

Hero HQ workorder will be assigned to both school groups, the appropriate maintenance manager, and custodial manager, which will notify:

- Sending Administrator
- Receiving Administrator
- Head Custodian (both schools)
- Office Manager (both schools)
- Custodial Manager
- Maintenance Manager

8. Teacher Responsibilities (see School-Based Staff Move Checklist)

Teachers are responsible for:

- Remove personal property
- Packing all district owned materials
- Labeling all boxes clearly
- Securing confidential records
- Removing valuables
- Ensuring loose materials are boxed

9. Custodial Responsibilities

Custodians are responsible for:

PRE-MOVE VERIFICATION

Head Custodian reviews the move request and confirms:

- Current classroom number
- Destination classroom number
- Move date and timeline
- Teacher name
- Any specialty equipment or furniture
- IT or maintenance support requests
- Items staying behind vs moving

Standard Operating Procedure (SOP): Classroom Relocation Process

Walkthrough both rooms before moving begins verify:

- Teacher boxes are labeled
- Furniture marked:
 - o MOVE
 - o STAY
 - o SURPLUS
- Pathways are clear
- Destination room is accessible
- Large specialty items identified

Note Any Issues:

- Unlabeled items
- Personal items
- Overflow trash
- Broken furniture
- Missing destination information

Report issues to administration before proceeding.

PREPARE FOR MOVE

Custodial staff assemble needed supplies:

- Flat carts
- Dollies
- Hand trucks
- Moving straps
- Furniture sliders
- Box carts
- Stretch wrap

Protection Materials

- Floor protection
- Door protection
- Corner guards (if needed)

Move Boxes First

Process:

1. Verify all boxes are labeled
2. Stack boxes safely on carts
3. Transport directly to destination room
4. Place boxes in designated area

Important:

- Keep teacher/group boxes together
- Do not stack heavy boxes on fragile boxes

Standard Operating Procedure (SOP): Classroom Relocation Process

- Do not open boxes
- Do not transport personal items unless authorized

Move Furniture

Typical Order:

1. Small movable furniture
2. Teacher desk
3. Student desks/tables
4. Filing cabinets
5. Shelving/bookcases
6. Specialty equipment

Requirements:

- Empty filing cabinets if required
- Secure loose drawers/shelves
- Use team lifting procedures
- Use dollies whenever possible

Custodial staff do NOT disconnect:

- Computers
- Smartboards
- Phones
- Printers
- Network equipment

Custodial Responsibility:

- Coordinate timing with IT
- Move approved disconnected equipment only
- Ensure equipment arrives in correct room

Place Furniture According to Plan

If Layout Exists, set room up per:

- Teacher diagram
- Classroom standard
- Administrator instructions

If No Layout Exists Place:

- Teacher furniture near front
- Student desks grouped neatly
- Cabinets along walls
- Boxes together for teacher unpacking

Standard Operating Procedure (SOP): Classroom Relocation Process

Origin Room

- Remove debris
- Remove leftover labels/tape
- Sweep/vacuum if needed
- Identify abandoned items
- Destination Room
- Remove packing debris
- Ensure safe walkways
- Verify room is operational

Specialty Rooms

Additional planning may be required for:

- Science labs
- Art rooms
- PE/storage rooms
- SPED classrooms
- Woodshop/music rooms
- These may require:
 - Maintenance support
 - IT support
 - Administrator supervision

Items Custodial Staff Should Not Move:

- Personal teacher belongings
- Medications/health supplies
- Cash or valuables
- Hazardous chemicals (unless approved by Custodial Manager)
- Connected IT systems

10. Maintenance Responsibilities

Maintenance staff are responsible for:

- Disassembling/assembling specialty furniture
- Moving heavy equipment
- Wall-mounted items
- Repairs related to relocation

11. IT Responsibilities

IT staff are responsible for:

- Disconnecting/reconnecting computers
- Phone transfers
- Printer relocation
- Smartboard/projector setup
- Network verification

12. Scheduling Priorities

Priority	Description
Emergency	Safety or operational emergency
High	Immediate staffing/classroom need
Standard	Planned move

13. Completion Verification

The requestor or school administrator must verify:

- Items moved successfully
- Technology operational
- Rooms left in acceptable condition

The Hero HQ ticket is then closed.