Who Coordinates

Facilities	(bar ~11)
Other (please explain)	(bar ~1)

(x-axis: 0, 5, 10)
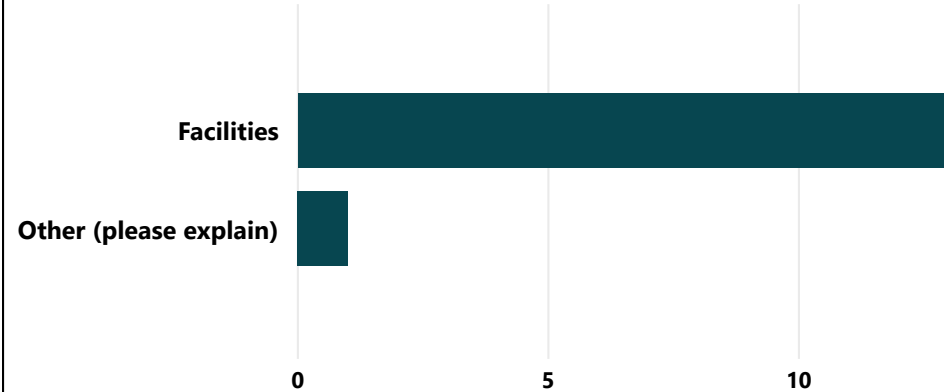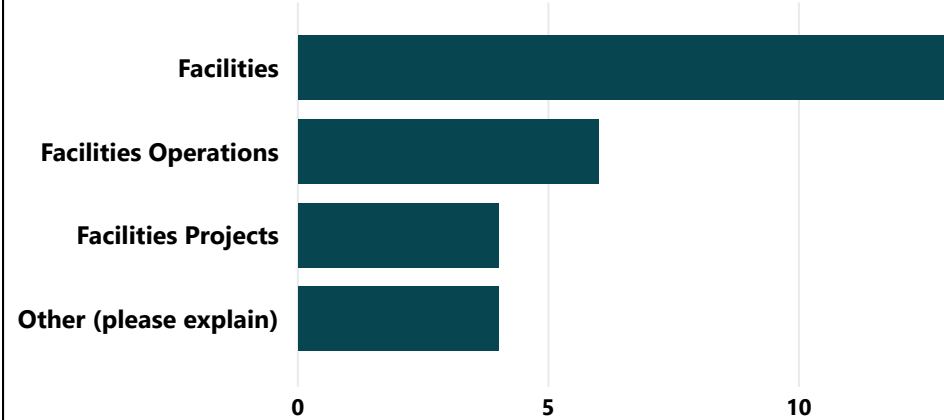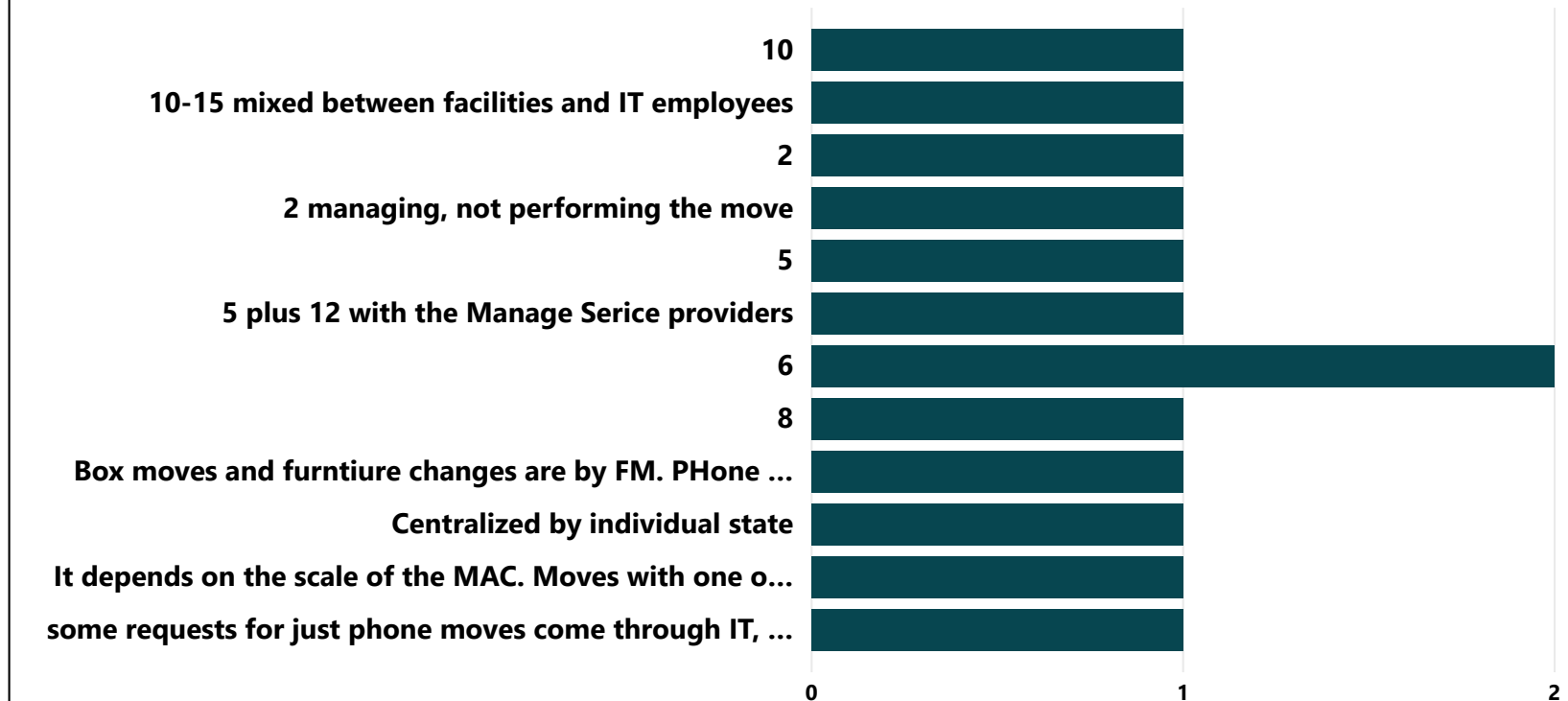
This report contains the results of a "Special Topic Survey" on **Moves, Adds, Changes (MAC)** and reflects the answers based on voluntary participation. The survey can be found here.

How Many FTEs

- 10
- 10-15 mixed between facilities and IT employees
- 2
- 2 managing, not performing the move
- 5
- 5 plus 12 with the Manage Serice providers
- 6
- 8
- Box moves and furntiure changes are by FM. PHone ...
- Centralized by individual state
- It depends on the scale of the MAC. Moves with one o...
- some requests for just phone moves come through IT, ...

(x-axis: 0, 1, 2)

Where Do They Report

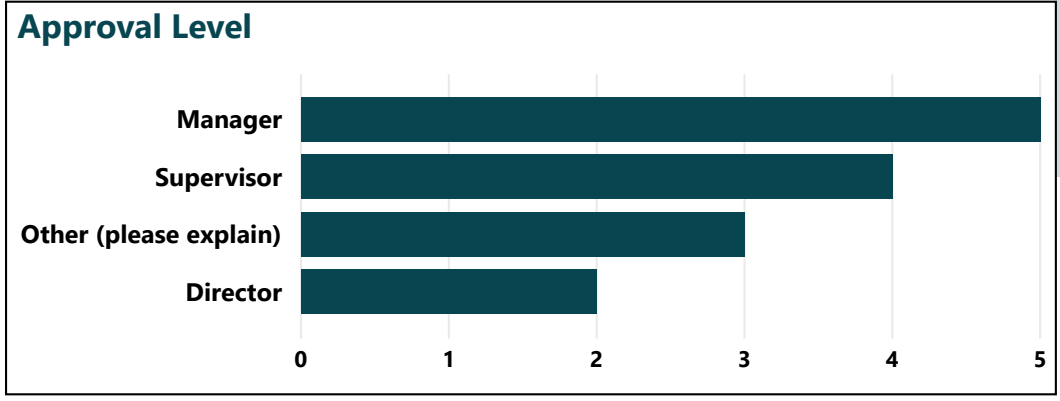|	
Facilities	(bar ~11)
Facilities Operations	(bar ~6)
Facilities Projects	(bar ~4)
Other (please explain)	(bar ~4)

(x-axis: 0, 5, 10)

Comments - Policy

Space Services group within Workplace Services. There is a manager, 3 Federal employees and 4 contract employees. This team plans the move for the individual and then coordinates with our furniture vendor to have them moved.

MAC is contracted out to a 3rd party that reports through Workplace Strategy
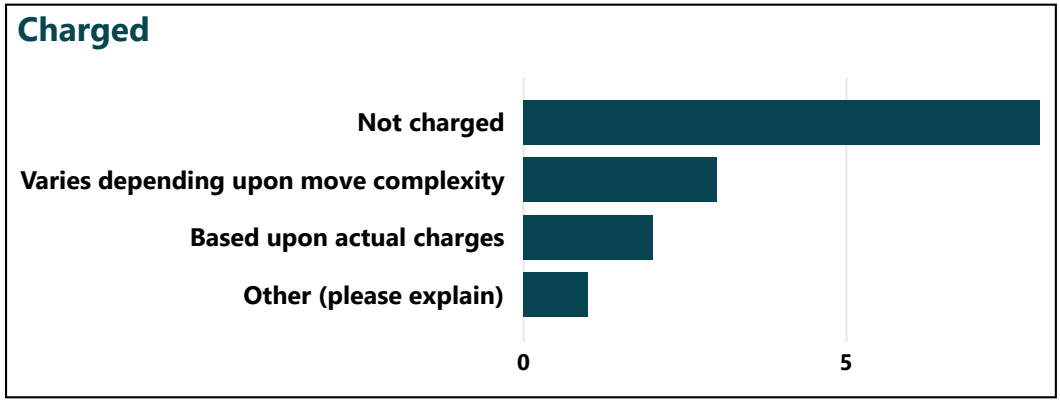
Facilities Projects and IT

Facilities along with IT manages large department or floor projects. Individual moves are on their own unless they need assistance. They can enter a work ticket to have their computer moved or boxes delivered. They generally have to get permission to move into an area through facilities or the business owner.
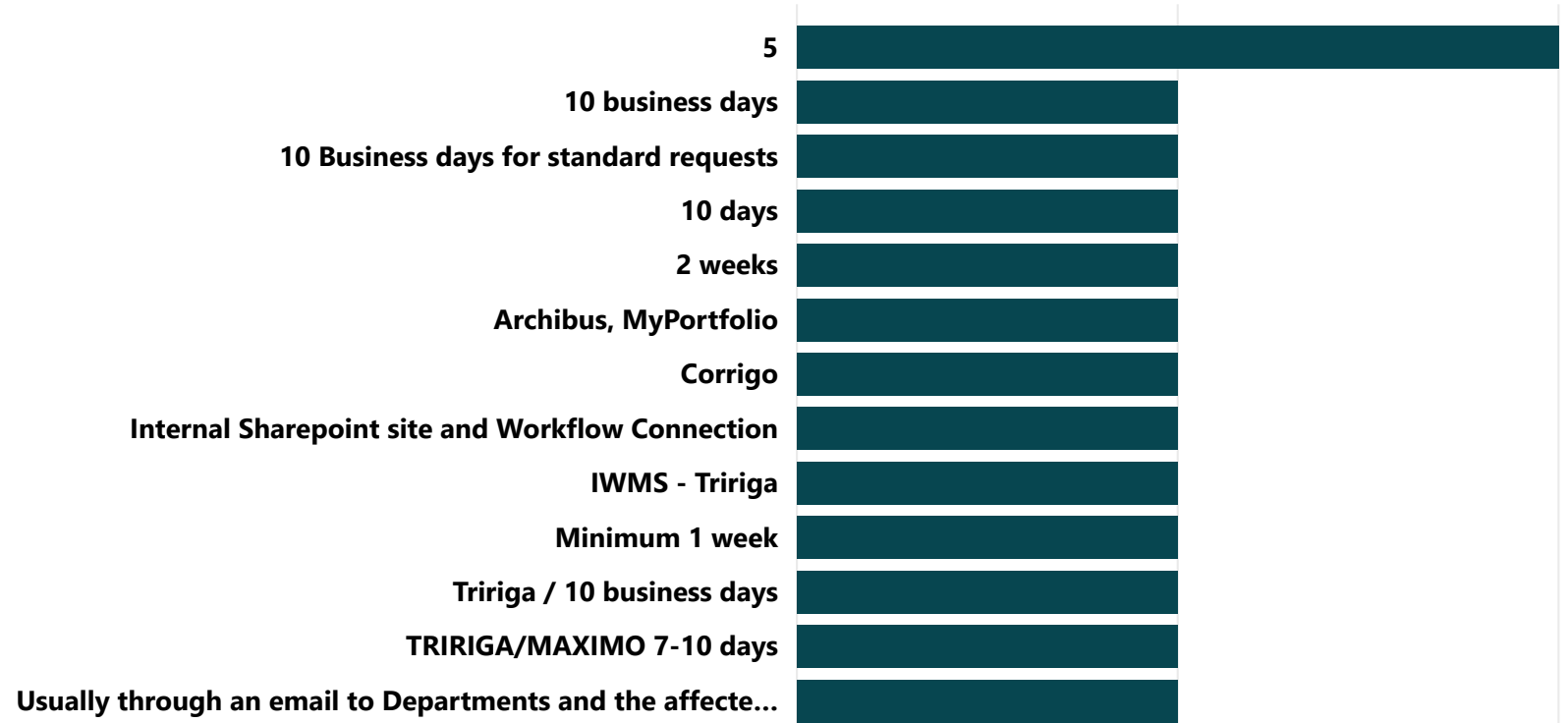
Approval Level

Manager	5
Supervisor	4
Other (please explain)	3
Director	2

Approval Level

- 5
- 10 business days
- 10 Business days for standard requests
- 10 days
- 2 weeks
- Archibus, MyPortfolio
- Corrigo
- Internal Sharepoint site and Workflow Connection
- IWMS - Tririga
- Minimum 1 week
- Tririga / 10 business days
- TRIRIGA/MAXIMO 7-10 days
- Usually through an email to Departments and the affecte...

Charged

- Not charged
- Varies depending upon move complexity
- Based upon actual charges
- Other (please explain)

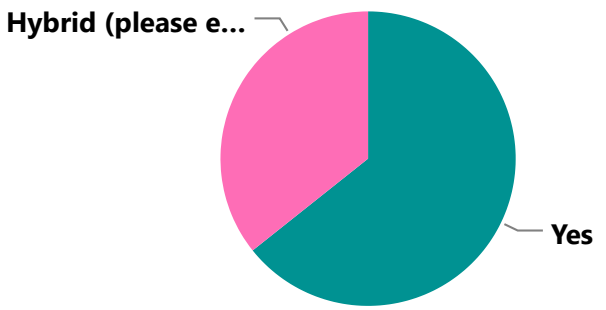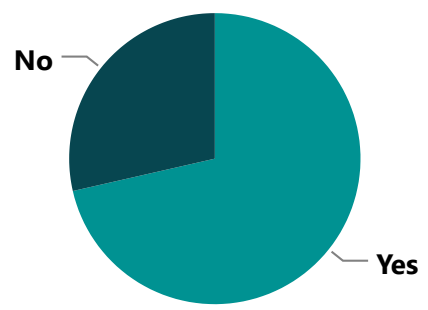## Comments - Process

Time is already budgeted for within the department so no special tracking is done.

no approvals for moves are required. Moves of convenience are denied.

Large moves are tracked on spreadsheets and AutoCAD drawings. Individual moves are not tracked and use the regular work request system for any needs.

Inconsistent but mainly based upon actual charges

Currently, we receive move/change requests from different people within the company - Admins, Employees, Supervisors, Managers, etc, We are creating a process to streamline this though

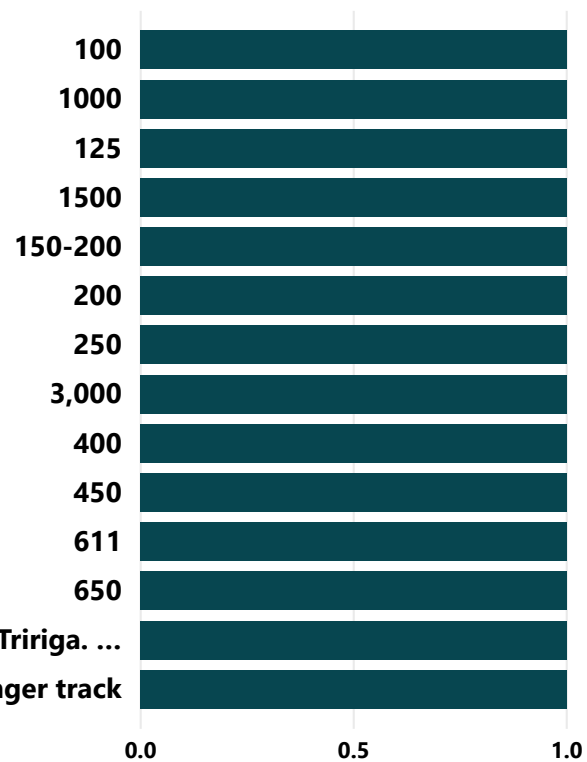Any employee can submit a request, Moves- only entered by admins
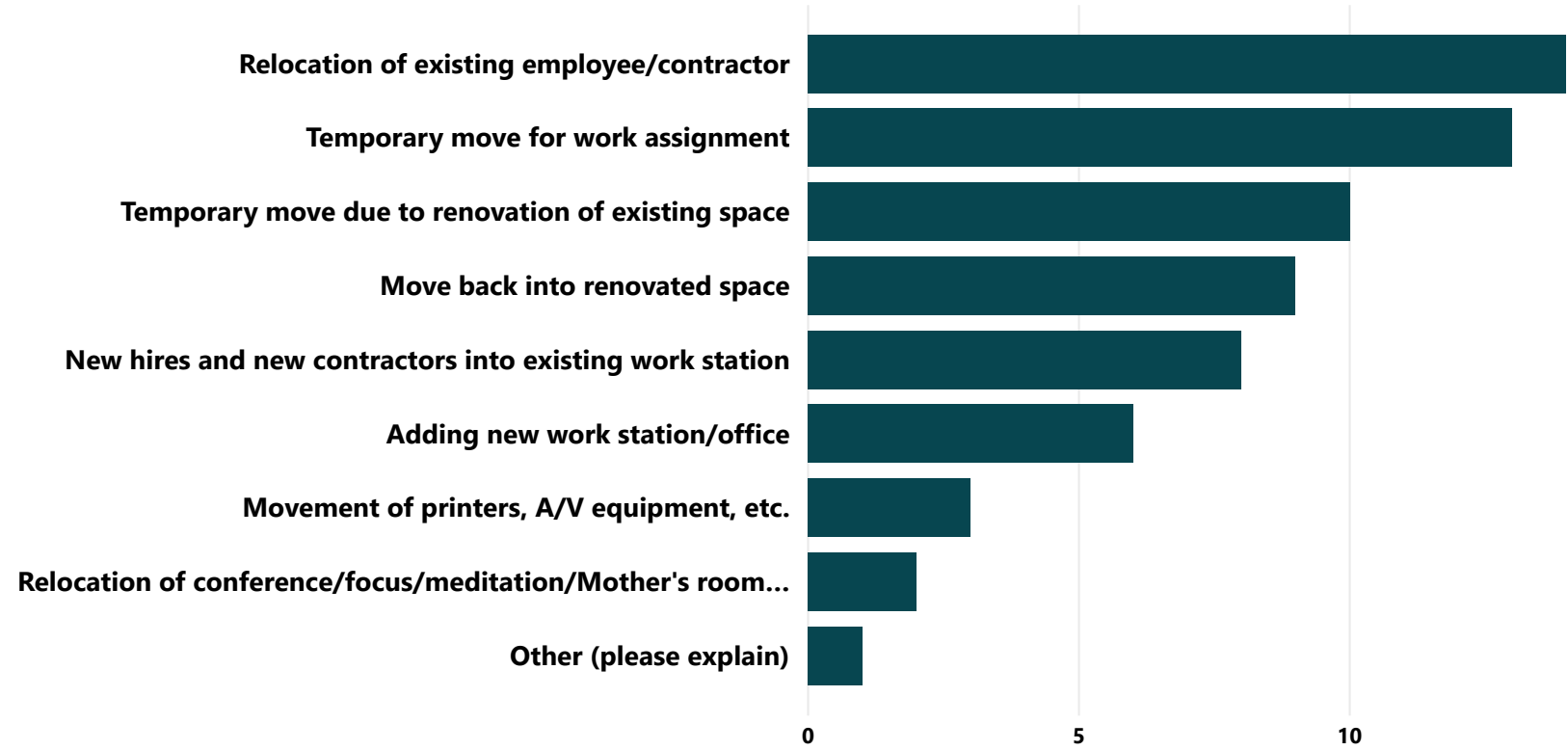
Centralized

Hybrid (please e...

Yes

Electronic Process

No

Yes

Use is subject to the terms of

Comments from "Special Topic Survey" on **Moves, Adds, Changes (MAC)** - Contact information provided where agreed by participant but only to be used by other participants regarding this survey.

Total Responses
14

11/15/19

FACILITY ISSUES

Number of Moves

MAC Process Includes

Comments
▲

Comments
Although we complete all the above, we only consider a "move" to be actually moving an employee from one desk to another.
Employees leaving the company
These are generally only used with a disruption meaning construction or reorganization.
We count moves as movement of people