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1. PURPOSE

The purpose of this procedure is to document the furniture to be delivered for storage, to sort out scrap materials, and to ensure that these stages are understood by Koç University Personnel.

2. SCOPE

This procedure covers the Koç University Department of Facilities Management and all related units.

3. REFERENCES

None

4. RESPONSIBILITY

4.1 The Department of Facilities Management is responsible for the preparation of this procedure.

4.2 The Secretary General is responsible for the implementation of this procedure.

4.3 The Department of Facilities Management is in charge of implementing and coordinating the Transportation/Storage Methods for Furniture.

5. DEFINITIONS

Furniture	: All goods in the university inventory.
Housing :	: Housing where the faculty reside
Trackit:	: Work order created by the user placing a request
Furniture Delivery Form	: Printed form to be used during delivery of Furniture
Furniture Registry	: Registry where furniture entries/exits at the storage are recorded

6. PRINCIPLES


- The Department of Facilities Management tracks the records of all furniture at its storage facility.
- Furniture that is stored for a limited time are kept at the storage unit of the Department of Administration, and the furniture is recorded by the storage personnel. Upon request, the furniture is delivered by the delivery personnel of the Department of Facilities Management to the personnel filing the request (in return for a written request).
- Furniture that is stored for a limited time are kept at the storage unit of the Department of Administration, and the furniture is recorded by the storage personnel. Upon request, the furniture is delivered by the delivery personnel of the Department of Facilities Management to the personnel filing the request (in return for a written request).
- An Administrative Specialist from the Department of Facilities Management and one personnel each from the Directorate of Construction and the Dormitory Department take an inventory of furniture in storage twice a year.
Furthermore, the same personnel is responsible for keeping the furniture in a clean and orderly manner to protect the furniture from harm

7. METHOD

7.1 Furniture Request and Delivery for Faculty Apartments and Flats

7.1.1 The furniture request is placed through trackit (e-mail when trackit is not available) and sent to the Housing Services and Planning Specialist.

7.1.2 If approved by the Houses Services and Planning Specialist, the relevant trackit or email is forwarded to the Facilities Management.

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7.1.3 The Housing Services and Planning Specialist, together with the Administrative Affairs Specialist, determines the furniture that can be delivered to the apartment from storage.

7.1.4 The Administrative Affairs Specialist plans the transportation and informs the user of the planned transportation date.

7.1.5 The selected furniture is delivered to the apartment from storage with the Furniture Delivery Form signed.

7.1.6 The Administrative Affairs Specialist removes the delivered furniture out of the storage inventory and enters it to the apartment inventory as confirmation of receipt.

7.2 Furniture Request for Offices

7.2.1 Koç University Personnel informs the Directorate of Construction of missing/required office furniture through trackit (e-mail when trackit is not available).

7.2.2 The Directorate of Construction forwards the relevant trackit or e-mail to the Department of Facilities Management if the request is appropriate.

7.2.3 The furniture selected by the Directorate of Construction is delivered to the apartment from storage with the Furniture Delivery Form signed.

7.2.4 The delivered furniture is taken out of the storage inventory.

7.3 Moving Furniture to Newly Rented Apartments

7.3.1 The Housing Services and Planning Specialist sends a list of requested furniture to the Administrative Affairs Specialist through trackit and e-mail.

7.3.2 The Administrative Affairs Specialist delivers the listed furniture to the assigned moving company in return for a receipt.

7.3.3 The furniture on the list is removed out of the storage inventory.

7.3.4 The Housing Services and Planning Specialist receives moved furniture in return for a receipt and creates a Furniture Inventory for the new apartment.

7.4 Request to Store Excess Office Furniture

7.4.1 The relevant request is sent to the Administrative Affairs Specialist through trackit.

7.4.2 The Directorate of Construction takes the furniture to storage if the request is appropriate.

7.4.3 The stored furniture is added to the storage inventory.

7.5 Request to Store Furniture from Vacated Apartments

7.5.1 The Housing Services and Planning Specialist sends a removing request and a list of the furniture to be picked up from the apartment to the Administrative Affairs Specialist via e-mail.

7.5.2 The Administrative Affairs Specialist sends the contracted moving company to the apartment.

7.5.3 The furniture listed by the Housing Services and Planning Specialist is delivered to the moving company in return for a receipt.


7.5.4 The Administrative Affairs Specialist receives the furniture in return for a receipt at the storage and controls the delivered items on the form.

7.5.5 The stored furniture is added to the storage inventory.

7.6 Request to Move Apartments

7.6.1 The personnel requesting removal contacts with the Housing Services and Planning Specialist via e-mail.

7.6.2 The Housing Services and Planning Specialist forwards the relevant e-mail to the Administrative Affairs Specialist if the request is appropriate.

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7.6.3 The Administrative Affairs Specialist contacts the assigned moving company to fulfill the request.

7.6.4 The Contracted Moving Company prepares a receipt acknowledging that all furniture has been delivered and gets the apartment tenant's signature.

7.6.5 The inventory for the moved apartment is prepared by the Housing Services and Planning Specialist.

7.7 Furniture at the Dormitories

7.7.1 The student placing a request for the dormitory rooms and common areas to the Dormitory Department via trackit.

7.7.2 The Dormitory Department forwards the relevant request to the Department of Facilities Management if the request is appropriate.

7.7.3 If the request includes moving furniture from a dormitory room to storage, or to have new furniture delivered to a dormitory room, the Dormitory Department gets the student to fill a Delivery Form.

7.7.4 The Administrative Affairs Specialist removes the requested furniture from the storage inventory and sends it to the relevant area against document of receipt signed.

7.8 Overseers Preparations

7.8.1 After the Henry Ford Rooms have been completely vacated, the Dormitory Department contacts the Administrative Affairs Specialist via e-mail/trackit to have the student-type furniture in the suite rooms removed to the HF Building Recreational Room and to the S Dorm storage.

7.8.2 The Administrative Affairs Specialist plans the date and time of moving with the assigned moving company.

7.8.3 The Overseers Team assists the Dormitory Department in vacating the rooms.

7.8.4 The Administrative Affairs Specialist removes the furniture from the rooms to storage.

7.8.5 The Administrative Affairs Specialist ensures that the Moving Company receives the guest-type furniture and moves it to the front entrance of the HF Building.


7.8.6 The Dormitory Department and the Overseers Team control and oversee the planning for and the delivery of the furniture to the rooms.

7.9 Storage of Student Boxes

Students who reside in Koç University Dormitories (non-residents of Istanbul) have the right to store 1 60X60X40 cm box at the designated storage areas at the end of the Spring Semester. The storage right may not be transferred. Students may not leave boxes during Winter Break. During the Winter Break, only those students going away to or returning back from exchange programs may use the storage. Students may leave boxes in the storage area during the determined hours set by the Dormitory Department. The rules for storing boxes are determined and announced to students by the Dormitory Department. The Dormitory Department may issue exceptions to these rules.

7.9.1 Steps for Leaving/Taking Boxes

- The Dormitory Department Planning Specialist determines the list of students who are entitled to leave boxes at storage and informs the Administrative Affairs Specialist. Students whose name is not on the list may address his/her objection to the Dormitory Department.
- The student comes to storage with his/her ID Card and may take a storage cart against his/her ID. If the student damages the storage cart in any way, the damages are deducted from his/her deposit. The students accept this rule when he takes a storage cart.
- The name of the students wishing to leave a box is matched on the Spring Semester Dormitory resident list and the student signs by his name when s/he delivers the box. The personnel on duty also signs the same columns as proof of receipt. The storage box delivery form is drawn in three

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copies. The student takes 1 copy, 1 copy is stuck on the box and 1 copy remains with the personnel on duty.

- The student who leaves the box to the storage is responsible for the goods that are in the box. It is absolutely forbidden to store explosive and flammable materials at the storage facility. The personnel on duty may open and inspect the box if he suspects that a student box contains flammable materials.
- The student may receive his box from storage with his ID card and upon returning the signed box delivery form. However, if the student is unable to take his box from storage (illness, death in the family, etc.), he may authorize another person to pick up the box by e-mailing yurt@ku.edu.tr and verifying his identity.

7.10 Recording Purchased Furniture on Inventory Registry:

7.10.1 The Housing Services and Planning Specialist creates a SAS on SAP for the purchase of furniture. S/he provides details on the materials to be delivered to storage and the delivery date.

7.10.2 Once the purchase of furniture takes place through the Purchasing Department, the product invoice is forwarded to the Administrative Affairs Specialist.

7.10.3 The Administrative Affairs Specialist checks that the delivered furniture is complete, in working condition, is actually the ordered item and informs the Housing Services and Planning Specialist. The records are placed in the inventory.

7.10.4 The Housing Services and Planning Specialist checks the box saying that the received product is the correct product in SAS on SAP. Otherwise, s/he informs the Purchasing Department and the requested product is delivered under the desired conditions.

7.10.5 The furniture purchased is entered into the inventory with the SAS no and Serial no.

7.11 Removing Furniture from Storage and Scrapping:

7.11.1 A Scrap Record is drawn for the materials to be scrapped (determined by the relevant unit). Photos of the items to be scrapped are attached to the scrap record.

7.11.2 The scrap record includes, aside from the regular signatures (Administrative Manager, Purchasing Manager, Financial Affairs Manager, Campus Services Assistant Manager, Administrative Affairs Manager), the signatures from the relevant units and this document is submitted to the Secretary General.

7.11.3 Once the Secretary General issues an approval for the scrap record, the scraps are delivered to the scrapping company determined by the Purchasing Department in return for a receipt.

7.11.4 The original of the scrap record is submitted to the Purchasing Department. The copy that remains at the Department of Facilities Management is filed with the annual records.


7.11.5 The furniture that has been delivered to the scrapping company is taken out of the storage inventory registry.

8. RECORDS

- Koç University Storage Inventory Registry.
- Koç University Furniture Delivery Form

9. REVIEW

The Administrative Manager has the responsibility to review and update this procedure. The review takes place annually in December.

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10.CHANGES/ DISTRIBUTION/ APPROVALS

Amended Page	Date	Changes	Changed by
	01.07.2013	Initial issue	Department of Administration

Distribution	
All Koç University Units	
Compliance Approval (Secretary General):	Execution Approval (President) :