

***“Is it true that I can not put  
a tack in the wall?”***

“I have been working out, so I am sure I can move my desk to the next building. That is ok, Right?”

**GET THE FACTS FIRST!**

**Large Screens**—Mounting heavy equipment to walls is to be performed by FMD.

Submit a work order to FMD for your request.



**Light Weight Picture**—

Cardboard with plastic cover, light, affixes securely with tack, 2-sided tape, or Velcro.

Mount these items safely and securely yourself.



**Can I move this table?**

This table has *WHEELS*. It is light weight and could be shifted from place to place within the floor space of the office.



If assistance is needed, submit a work order to FMD.

**When can this file cabinet be moved by an employee outside of FMD?**

This file cabinet has *WHEELS*. It is lighter weight, moves easily and can be moved around a one-story office space. It can be moved when the location allows for safe movement of the cabinet.

Safe for the person moving it and safe for the property. Please be aware that a rough surface can break the plastic wheels.

If assistance is needed, submit a work order to FMD.



**What does Central Washington University’s Labor Relations Office within HR do?**

The Labor Relations Office handles contract administration for the unions contracted with CWU. This includes:

- Contract Negotiations
- Contract Interpretation and Consultation
- Grievance Administration
- Management Training
- Labor/Management Partnership Building and Strategizing

**Moving, painting, mounting/affixing items to walls, fixing/adjusting furniture is all bargaining work to be performed by FMD bargain unit members, unless released by the union.**



**Large File Cabinets** —Moving of large file cabinets is to be performed by FMD.

Horizontal file cabinets have the unique habit of twisting while being moved. Care must be taken to prevent permanent damage to the cabinet. Twisting damage will cause the drawers to become misaligned.

Submit a work order to FMD for your request.



**Light Items** —Mounting of light items to a cubicle wall or building wall with tacks, pins, Velcro is permitted if the item is small, doesn't damage the state property, doesn't require "at risk" behaviors to post (unsafe to stand on desks, etc).  
Hang safely.

**Heavier Items**— Mounting of heavier items, heavy use items, or mounting that requires alteration to the wall, are to be done by FMD.

Submit a work order to FMD for your request.



**Surplus of equipment and furniture requires property transfer forms to be completed, prior to pick up.** <http://www.cwu.edu/contracts/asset-management-information>

Surplus has no charge pick up visits scheduled twice a month (509) 963-2157 or Email Sunny.Bloxham@cwu.edu after completing the transfer form.

Computers can be picked up by Computer Support Services at no charge (509) 963-2001.

Facilities will hang items/move items per request <http://www.cwu.edu/facility/> Submit a work order through FMD. *There will be a charge for these requests.*

**If you are unsure, call FMD 963-3000**

**Bouillon**



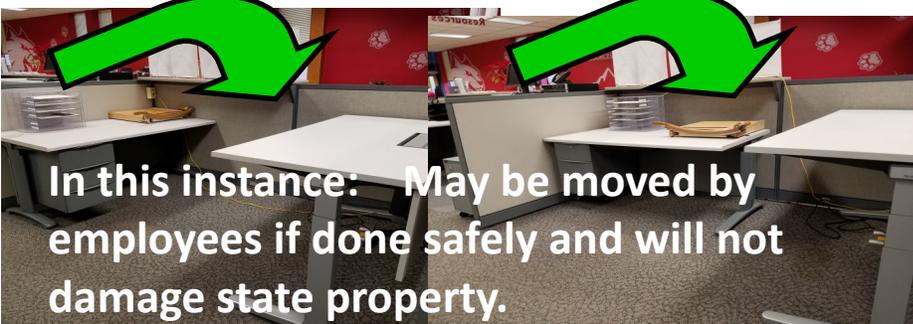
**Black Hall**



A large green arrow points from the 'Bouillon' desk to the 'Black Hall' desk. The text 'FMD will move!' is written diagonally across the arrow.

**Desk Movement** —Assessment of moving a desk requires thoughts to protecting state property and personal safety. Rotating the desk below by 90 degrees is appropriate with two people working together. Following are just some of the many situations where FMD is required when you are moving desk: - moving to new work locations, - when moving the desk will damage the flooring, - when the desk height needs to be adjusted, - when drawers need to be altered.

Most times you will submit a FMD work order for your request.



**In this instance:** May be moved by employees if done safely and will not damage state property.

**Questions? Please contact:**

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