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3 92-11

4 December 18, 1992

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7 **CARE AND PROTECTION OF PERSONAL PROPERTY ON CAMPUS**

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10 It is recognized that University employees routinely keep books, notes, teaching aids, office  
11 machinery and other personal property in campus offices, laboratories and other work spaces  
12 assigned to them. Often these items are essential to the individuals' professional effectiveness.  
13 California State University Long Beach is committed to safeguarding property items housed in its  
14 facilities including the personal property of employees. Transferring or removal of property  
15 without the owner's consent is prohibited except under extenuating circumstances.

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17 It is further understood that notification to employees of pending remodeling/construction and  
18 major routine maintenance projects affecting offices is necessary so that individuals may remove  
19 items or make other arrangements for the care of their personal property. The following  
20 procedure is established to ensure that adequate notification is provided:

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22 In those cases when access to individual offices and work areas is required as a result of a Plant  
23 Operations service order requested by a department and not a contract remodeling or  
24 construction project, the individual who authorized the service order will be responsible for  
25 providing preliminary notice that the work has been requested to those employees who might be  
26 affected. It will be the responsibility of the individual who authorized the work to provide this  
27 notification to those individuals whose offices or work areas will be affected.

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29 Plant Operations will notify the individual who requested the project a minimum of one week  
30 prior to the work being scheduled as to what needs to be completed by the department in order  
31 to be prepared for work. This notification can be verbal or written. In most cases, it will be the  
32 department's responsibility to pack up all personal belongings, books, papers, and small  
33 equipment that could be damaged and remove items from bookshelves, desk tops, etc. Plant  
34 Operations is responsible for draping furniture with dust cloths or taking other protective  
35 measures as necessary.

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37 This notification procedure does not apply to the routine calls Plant Operations receives such as  
38 lights out, too hot/cold, outlet not working, etc.

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40 When contracts are established for remodeling and construction projects which might require the  
41 removal of items from offices, Plant Operations will normally notify the department chair or  
42 administrative head that the contract has been awarded. Depending on the scope of the  
43 construction project, the department chair, administrative head or designated representative will  
44 be invited to attend a pre-construction meeting. The pre-construction meeting will include  
45 information concerning estimated starting and ending dates for the project. Access to facilities  
46 and coordination of the work will also be discussed. It will be decided upon at the pre-  
47 construction meeting what the department's responsibility is for preparing the site for work. It  
48 will be the attendee's responsibility to provide preliminary and secondary notification information  
49 to those individuals whose offices or work areas will be affected.

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51 Please note that this notification procedure only applies to those construction projects that  
52 directly affect an individual area. For those construction projects that affect the majority of the  
53 campus community, notification will be on an individual basis with the department chair,

54 administrative head, or designee.

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56 Upon notification of the death of a University employee, the Director of Public Safety, in  
57 coordination with the appropriate dean or administrative head, will make arrangements to secure  
58 the office or work area of the deceased in order to safeguard personal property and to conduct  
59 an inventory of any State property in the deceased's possession. The dean/administrative head  
60 may assign a staff member to assist in this process. It is the department's responsibility to notify  
61 next of kin or other appropriate parties as to the need to remove items from campus. There is no  
62 space available for long-term storage of personal items of the deceased.

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67 **Effective: Immediately**

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