



**TO:** All Beaudry Headquarters Department Heads and Assistants  
**FROM:** Morlin Asset Management LLC – LAUSD Facilities Services  
**DATE:** June 12, 2006  
**SUBJECT: Moves, Additions, Changes within Beaudry Headquarters**

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To ensure that any facilities or space related changes pertaining to the Beaudry Headquarters building are coordinated and documented properly, all such modifications must be submitted to and approved by the Building Facilities Management Unit through its facilities manager, Morlin Management Corporation.

Such modifications and changes include, but are not limited to the following categories:

1. Additions to and reconfiguration of existing workstations.
2. Additional or relocation of existing filing cabinets, bookcases or storage cabinets.
3. Changes in the heights of workstation panels.
4. Any new cabling – phone, data, electrical or otherwise.
5. Remodeling of existing offices or construction of new offices.
6. Lighting reconfigurations or air conditioning ductwork changes.
7. Any work requiring access above the ceiling or below the floor surface.
8. Any electrical work in electrical, IDF or MDF rooms or elsewhere.
9. Any work requiring changes or additions to card readers or security access systems.
10. Moves of departments within Beaudry.
11. Multiple moves of personnel within a department.

If you have a project that falls into a category similar to one of the above, please follow the following procedure:

1. Fill in a *Request for Moves, Adds, and Changes* form and submit it to the Building Facilities Management Unit (Morlin Management). You may obtain an electronic version of the form by emailing to [BeaudryBuildingServices@LAUSD.net](mailto:BeaudryBuildingServices@LAUSD.net) or by calling 213-241-1320. Fill in all information in Part 1, including a valid funding line for the project. Please see the attached sample. If the move involves a large number of people, please use the *Detail of Employee Relocations* form – sample attached.
2. Obtain proper Division head or designee approval as indicated on the form. Note: Expansions and relocations will require the advance approval of the COO designee.

3. All requests for telephone changes or additions must have a properly filled out MAC request form, including a funding line, approved by both the Administrator of the person(s) moving and by Morlin Management.
4. If any changes in office layout or configuration of workstations are requested – including panel heights – Morlin will submit your form to the Facilities Space Planning Department for review and approval. Facilities Space Planning will also work with you to develop a specific space plan showing the changes needed.
5. Building Facilities Management and Facilities Space Planning will discuss the project with you – including the estimated timing for completion and a general cost estimate.
6. If given the approval to proceed, Building Facilities Management will obtain pricing estimates from the appropriate contractors and/or the M & O Department and submit the pricing for the Division head or designee final approval (Part 2 of the *Request for Moves, Adds, and Changes* form).
7. Building Facilities Management will prepare the appropriate Critical Environment Work Authorization (CEWA) for approval. Work commencement will be coordinated between the contractors and your department.
8. Final inspections will be conducted by Morlin with a representative from your department.

Notes:

1. Please do not move personnel into vacant workstations, even temporarily, without first notifying Building Facilities Management and Space Planning. This will preclude the scheduling of a move into a presumed vacant cube, which will disrupt the planning process.
2. Planning and pricing cannot begin without a valid funding line and identification of the division head or designee approving the request (Part 1 of the *Request for Moves, Adds, and Changes*).
3. Actual work will not commence until the final approval of the department head (Part 2 of the *Request for Moves, Adds, and Changes*).
4. Workstations and other parts often require extended lead times. Contractors will be scheduled based on availability. Delays in approval by your Division head or designee will necessarily delay the project. Changes made after the original submission will extend the completion date and may increase the costs. Be prepared to allow a reasonable time for full completion.

Please contact Morlin Management at 213-241-1320 if you have any questions or concerns.  
Thank you.



Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

### REQUEST FOR MOVES, ADDS, CHANGES

#### PART 1

##### Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department / Division: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Office/Cube #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director/Administrator approving request: \_\_\_\_\_

##### Short Description of Work Requested

##### Location of Work (including floor and cube/office numbers affected)

Additional Locations Attached:  Map/Sketch attached:  Location Code: \_\_\_\_\_

##### Detailed Description of Work Requested

Additional Description Attached:  Sketch attached:

##### Requested Completion Date

##### Funding Line

	Fund	Area	Orgn	Prog	Objt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### Complete above portions only and deliver to:

Morlin Management Corporation, LAUSD Facilities Management [BeaudryBuildingServices@lausd.net](mailto:BeaudryBuildingServices@lausd.net)  
333 South Beaudry, 2nd Floor, Los Angeles, 90017 Phone: 213-241-1320 Fax: 213-241-8921

#### PART 2 (after initial submission)

<b>By Management</b>		Date: _____
Initial Cost Estimate: \$	_____	
Target Completion:	_____	
Attachments:	Scope of work: <input type="checkbox"/>	
Detailed estimate: <input type="checkbox"/>	Space plan: <input type="checkbox"/>	

User Authorization to Proceed:

x: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

*Return signed form to Morlin Management*

Distribution: ITD Voice:  ITD Data:  Move Coord.:  JLL:  M & O:  SPA:



