

# Moving Services Procedures

## Making the Request

1. All moves require a minimum of 10 working days notice.
2. The department that is requesting a move will submit a “Move Request” form. All Move Request forms must be filled out completely to be considered. The Move Request form will be used for scheduling, estimates associated with the move, and final department approval.
3. All requests will be processed in the order of receipt and scheduled into the next available moving day. Moves will be scheduled to achieve maximum efficiency and cost-benefit, particularly with respect to the day-to-day duties and responsibilities of our department.
4. Please indicate exactly what needs to be moved, where it is being moved from, and where it is being moved to. Please identify what existing furniture will be required to be disassembled and reassembled.
5. The department that is moving must designate a person from that department who will serve as the primary contact for the duration of the move. On the day of the move, there must be a departmental designee at each move-out and move-in site.
6. The requesting department designee will be notified of the actual moving date. All preparations and moves should follow guidelines provided by the Facilities Services department upon approval of their move request. The move will be rescheduled if the preparation is not completed.

## Costs

All associated moving costs are the responsibility of the department unless it is with a new or renovated construction project. If the move is a result of a new or renovated construction project, then the associated project funding source is responsible.

## Preparation for the Move

1. A successful move is best achieved by good planning.
2. Packing up your office is your responsibility. Some moving boxes may be provided upon request.
3. **BEFORE** the day of the move, all loose materials and contents of file cabinets, desks, and bookcases will need to be cleared out and packed separately, or properly disposed of.
4. Label all items indicating the building and room number of the new location.
5. Note that only State and/or University owned properties will be moved. **We do not move personal property.**