

## Moving Services Guidelines

### Do you need to dispose of unwanted state property belonging to a department or the university?

Please enter a work order for the surplus services. Surplus property is defined as any property belonging to a department or office that is determined to be no longer needed to continue its operation. Any questions concerning surplus property should be directed to Surplus Warehouse Services.

<https://www.unctsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-business-and-finance/business-services>

## Did You Know?

There are two types of moves: Planned Moves and Elective Moves:

**Planned Moves:** Moves requiring building or area renovation will have a construction project manager assigned by either Planning & Construction or Operations and Maintenance to assist the unit through the various tasks required. **Planned moves are at no cost to the affected department.**

**Elective Moves:** Departmental moves can include anything from moving a desk across a room to relocating an entire department. **The details of these moves are the responsibility of the department requesting the move.**

Moving services are provided by the Facilities Management Building Services unit for small, on campus requests that do not take more than four hours to complete. Facilities Management offers limited moving services for the convenience of the campus community. The individuals performing the moves are not professional movers and do not have the equipment or training to perform specialized, oversized, and/or complex moves. **Therefore, such types of moves or moves exceeding 8 hours will be performed by contractors at the expense of the requesting department.**

### Complex or oversized moves are defined as:

- Moves requiring more than 8 hours of labor.
- Moving heavy equipment or furniture over 500 lbs.
- Moving of large items in buildings without elevators.

All moving requests will be scheduled based on the availability of the unit. Typical moves performed by Facilities staff include moving standard sized furniture from one location to another, moving file cabinets, bookshelves, boxes, and various items related to special events, such as items for commencement or homecoming. **Moving Services are performed on Tuesdays and Thursdays**

## Criteria for requesting a move:

To request a move, an online Work Order request must be submitted [Service Request Form](#)

- Please call x2411 if you have any specific questions about items to be moved.
- The area from which objects are moved to and from moved must be easily accessible for movers and the material handling equipment.
- Facilities Management **does not** handle surplus property. If you have a surplus request, please contact the warehouse team under the direction of Business Services.
- Items must not exceed 200 lbs. to be lifted by two people, or 100 lbs. to be lifted by one person.
- Objects weighing more than 200 lbs. must be able to be moved by dolly, cart, or pallet jack (provided by the movers).
- The Originating department should arrange for inside delivery services for any furniture orders.
- Facilities is not responsible for items broken or damaged during a move.
- Facilities will not move high value items (e.g., artwork, pianos) or items covered by restrictive maintenance agreements (e.g., copiers).
- Facilities cannot move electronic (e.g., computers) or scientific equipment, with the exception of items procured from surplus.
- Facilities is not responsible for private carrier shipments or the delivery/move of said shipments.
- Facilities reserves the right to determine whether a request meets the criteria for services listed above.
- The Moving and Labor team does **Not** assemble furniture. If this service is needed a separate work order will need to be submitted.
- Large moves, such as multiple offices areas, large quantities or entire floors of buildings must be submitted as projects coordinated with Facilities Planning and Construction.

## General Information

**All items intended to be moved MUST receive a label and MUST be packed** (if feasible for the item to be packed). The office or room/space requestor who is moving is responsible for packing his/her own boxes and labeling ALL items to be moved. On EACH box, carton, or item to be moved, include your last name, as well as the NEW building and room number destination on the label.

**What to pack:** The contents of all office furniture and all shelving must be packed in boxes. See below for more specific info regarding Vertical/Lateral/other file storage cabinets. Any item too large or awkward to fit into a moving box or carton shall receive a label directly on that item to be moved.

**What NOT to pack:** Do not pack any fragile or personal items (see more detail below). Also, do not pack any computer/phone components; instead, simply leave the computer/phone components on your desk and ITS will move them to your new location.

**What will NOT be moved:** The Moving and Labor team will **NOT** move full office furniture systems between offices, as the current system in each office will remain. We can review and possibly assist in some minor reconfigurations of a system within an office, but these requests will be reviewed on a case-by-case basis. Any

costs resulting from the General Labor team needing to call upon an outside moving services vendor for the reconfiguration will be charged to the department requesting the system changes.

**Unpacking:** The office or room/space occupant who is moving is responsible for unpacking all boxes/cartons and placing all items in their final positions. The Moving and Labor team will place all boxes, cartons, and items in the new office/room/space where practical.

**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.

Facilities Management calculates labor rates annually to recover the labor and non-project specific supplies and materials used to accomplish service requests submitted through the Work Order System. The Moving and Labor Supervisor and/or team lead will assess all requests and inform the requestor of estimated labor charges. All in-house moves will be billed at the current labor rate. Contractor moves will be based on the scope, time, quantity, and size of the move. The full cost of a contractor-supported move will be at the expense of the requesting department unless the move is associated with a project.

Maintenance Shops	Labor Rate/Hr.	Overtime Labor Rate
Moving and Labor	\$30	\$45