



<b>Document Number</b>	<b>Office Furniture Moving SOP, D.27.02</b>
<b>Owner/Contact Information:</b>	Ross Rick
<b>Effective Date:</b>	12/7/22
<b>Last Revised/Reviewed:</b>	12/7/22
<b>Related Policies and Procedures</b>	

## 1. Purpose/Introduction

Establishing a procedure for Facilities Operations to safely and effectively providing moving services to campus departments for a fee including the relocation of office furniture, filing cabinets, files, and similar items. This SOP does not apply to moving whole offices, departments, or units. Moves of that nature need to be coordinated with Facilities Design and Construction and the Office of Space Utilization and Planning.

Provide an excellent customer experience, through either providing the service with Facilities Operations personnel or through an outsourced provider.

Determine the scope of the move to identify if Facilities Operations employees can complete the task in a safe manner.

Identify moves that require coordination with the Office of Space Utilization and Planning or moves that should be Facilities Design and Construction project based.

## 2. Procedural Steps

2.1 Requestor submits a work order to the Customer Service Center, identifying to the best of their ability the following:

- Item(s) to be moved
- Quantity of items to be moved
- Current location of items
- Future location of items
- Requirement of items to be disassembled
- Requested or expected date of move

2.2 Customer Service Center submits an estimate work order to Surplus Department. The Surplus Manager then schedules a time with requestor to visually inspect all items and identifies the following:

- Items requiring disassembly
- Items requiring building to building move with the ability to utilize an elevator

- Items moving within a building with an elevator
- No more than 10 smaller items (Smaller items are considered boxes weighing less than 25 lbs.)
- Moves that require no more than 4 employees less than 2 hours
- Single items move that are less than 200lbs. (4 employees x 50lbs per employee)

2.2.1 If the above criteria are met, the Surplus Warehouse will provide an estimate for the move, including a cost estimate for services by other trades. Once a BanFin is received for the move, CSC will create a work order for the move to be performed. The work order may include multiple tasks for each trade required for completion of the work.

2.2.2 If the move qualifies under the following criteria, the Surplus Warehouse will help coordinate a moving contractor to provide an estimate and schedule the move. Estimate will be provided to requestor prior to work being completed.

- Single items over 200lbs.
- Moves that require more than 4 employees for more than 2 hours
- Moves that require items heavier than 25lbs to be carried up or down stairs
- More than 10 smaller items (Smaller items are considered boxes weighing less than 25lbs)
- Moves that are required due to a Facilities Design or Construction Project.
- Moves that require a contractor may be scheduled to help maximize logistics and reduce cost.

## 2.3 Completion of Moves

2.3.1 All moves will be billable. In-house moves will be billed at current labor rate. Contractor moves will be determined based on size, quantity, time, and request.

2.3.2 Remove all personal belongings from objects being moved as UNCG Facilities Operations cannot be liable for damage to personal belongings.

2.3.3 Moving boxes can be provided at cost so that items like filing cabinet can be emptied.

2.3.4 The Surplus Manager will be responsible for closing out all work orders including multi-shop work orders.

2.3.5 If any special services are needed, such as electrical, plumbing, etc., it is the responsibility of the Surplus Warehouse to request that CSC include those trades on the work order.

2.3.6 The Surplus Warehouse will notify the Office of Space Utilization and Planning at the time of request for any moves larger than a few items, or any room or area changes.

2.3.7 The Surplus Warehouse will notify Environmental Health and Safety if the move could result in a safety hazard.

2.3.8 Work completion will be scheduled in cooperation with the requestor and generally within 14 calendar days of request. If a moving company is used, the work is expected to be completed within 30 calendar days to allow for logistical planning and scheduling.

## 2.4 Special Provisions

- 2.4.1 Large moves, such as multiple offices areas, large quantities or entire floors of buildings must be submitted as projects coordinated with the Office of Space Utilization and Planning and Facilities Design and Construction.
- 2.4.2 Facilities Operations reserves the right to combine multiple contractor moves in the interest of maximizing resource allocation.
- 2.4.3 Any urgent request will be billed at the contractor's billing rate and may require the department to directly contact the moving company.
- 2.4.4 Under no circumstances should any items be placed in the hallways or means of egress pathways as this presents a life safety issue.
- 2.4.5 For computers and phones services and moves, clients may wish to contact 6-tech directly.

## 3. Revision Table

<b>Revision #</b>	<b>Section #</b>	<b>Summary of Changes</b>	<b>Approval Date</b>
D.27.02		To identify a procedure for the relocation of office furniture, filing cabinets, files, and similar items.	8/27/19
		Updated to reflect Surplus Warehouse responsibilities	