

MOVE PROCEDURE

Department of Facilities & Operations
Manager: Director of Customer Service
Effective Date: April 1, 2024

The Department of Facilities & Operations (F&O) is responsible for coordinating and executing all moves of State-owned property from one location on campus to another location on campus. Moves shall be classified as “elective” or “non-elective” as identified below:

ELECTIVE MOVES

Elective moves occur when an individual or department choose to relocate, and the move is not due to a change in university priorities.

- A. Moving Costs: all associated moving costs for elective moves are the responsibility of the requesting department.
- B. Requesting individual or department completes a Property Move Request Form [Kauli Move Request Form](#). This form will be used for scheduling, preparing cost estimates associated with the move, and final departmental approvals prior to any moves.
 - 1) All moves require a minimum of **two-week notice** to coordinate once the form is completed and approved.
 - 2) Moves will be scheduled to achieve maximum efficiency and cost-benefit. We will try to bundle moves as we have a 4-hour minimum for our contracted movers.
 - 3) The requesting department must designate a Department Move Coordinator and provide their contact cellphone number to serve as the primary contact for the duration of the move. On the day of the move, the Department Move Coordinator must be present on site to meet the moving company at each move-out and move-in site.
 - 4) Follow steps in *REQUESTOR'S PREPARATION FOR THE MOVE* below. The move will be rescheduled if the preparation is not completed.

NON-ELECTIVE MOVES

Non-elective moves are when capital projects or other university priorities (such as new construction or renovations) necessitate an individual's or department's relocation on campus.

- A. Moving Costs: this service is usually free of charge because the affected department is not initiating the move. If the move is a result of a new or renovation construction project, then the move costs will be paid by the associated project's funding source.
- B. Requesting individual or department completes a Property Move Request Form. [Kauli Move Request Link](#) to include all items being moved from one location to another.
- C. A representative from the F&O Planning Design and Construction (PDC) Unit will initiate this process and contact the department with a Project Number for use on all future notifications.
- D. The department must designate a Department Move Coordinator. F&O will work directly with this individual, and he/she shall be responsible for communicating move details to the department chair/director, as well as the rest of the department.

REQUESTOR'S PREPARATION FOR THE MOVE

NOTE: On the day of the move, the Move Coordinator must be present on site to meet the moving company at each move-out and move-in site.

- **Special Note: Only state-owned properties will be moved. Employees are responsible for moving all personal items.**
- Packing up offices is the responsibility of the moving individual, unit, or department.
- Departments are responsible for moving non-UAH property, leased art, equipment, etc., and the department must arrange these moves.
- Create an inventory of all UAH items being moved to enable you to keep track of the property and ensure nothing is lost.
- Vertical (narrow) file cabinets do not need to be emptied, provided drawers will not open during the move.
- Lateral (wide) file cabinets must be emptied before moving.
- Properly assemble and seal each box. Follow the long bottom seam from end to end with at least two strips of box-sealing tape. Load box and seal the top in the same fashion so the boxes can be safely and stably stacked.
- Pack the contents of all file cabinets, desks, and bookcases prior to the move date.
- *Back up all computers prior to your move.* Disconnect all cords and peripheral devices from computers. Box all computer equipment.
- Label each box clearly with employee's name, new building name, new room number, and department. Label each box in three places: on top and on two adjoining sides.
- Leave a note posted on current office door, noting your name and the number of boxes to be moved from that location. Each item to be moved must be in a box and appear on this note.
- Consult the following illustrated guide for tips on how to prepare for the move. ([Illustrated Instructions for Department Staff](#)).

OTHER IMPORTANT TASKS FOR A SUCCESSFUL MOVE

- Requesting Department: arrange with F&O Service Desk to set up a Key Conference to discuss all needs prior to whole department moves. This will need to take place approximately 60 days prior to your move. If new key hardware is required this is up to a 60-day lead time for ordering and installing. A completed [F&O Key Request Form](#) must be completed and submitted for each space being vacated and each new space.
- Requesting Individual: submit a [Key Return/Request Form](#) to facilities@uah.edu to return all keys assigned to each person moving and to request new keys for the new office/space.
- Contact OIT for assistance in your new space that all data/phone ports are working and ready. Have them ready to assist with setting up all computers following your move.

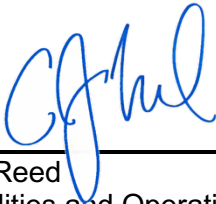
- Notify the Copy Center if you have a rental copier that will need to be moved (copycenter@uah.edu or 256.824.6383).
- Prior to moving into your new space submit a request to have the new space cleaned [Submit Service Request Link](#).
- Arrange to dispose of unwanted property by submitting a separate [University Surplus Pick-Up Request Form](#) well in advance of the move. *If property is deemed "trash" by Surplus/Asset Management, a separate Move Request form can be submitted along with the Surplus Form with a signature declaring your items "NON-Surplus" or "Trash" and F&O will make arrangements to dispose of your items with our movers. This will incur costs to your department for both the moving of the "trash" as well as a trash dump fee.*
- Prepare an inventory list to keep track of the property and ensure nothing is lost and to identify and record any pre-existing damage to the property being moved and identify them with property tag numbers or serial numbers when available. Take photos.
- Diagram (PDF) how you would like your room/office set up so that the movers know where to place the furniture. Prior to completing the diagram, measure your new space to ensure that you provide adequate room for furniture placement.
- Backup all computers to be moved. Disconnect all cords then pack in boxes. Label all boxes.

SAFETY CONSIDERATIONS

- Do not block corridors or exits while packing and preparing for your move. Keep corridors free of trash, hazardous materials, or anything else that might block egress paths.
- Do not block emergency equipment inside or near the space; emergency equipment includes eye wash, overhead emergency showers, and fire extinguishers.
- Avoid slips, trips, and falls. Be mindful of equipment, cords and wires, packing materials, and debris on the floor. Immediately address any condition that could cause a slip, trip or fall.

END OF PROCEDURE

Approved:



Christian Reed
AVP, Facilities and Operations

03/27/2024

Date