

MEMORANDUM

TO: UAHuntsville Faculty & Staff

FROM: Robert Redmon
Director, Grounds Management

DATE: September 21, 2011

SUBJECT: Move Requests

Grounds Management in Facilities & Operations is happy to assist faculty and staff with the relocation of university property. To enable us to assist with moves and service the University's grounds maintenance needs, move requests are now scheduled using the following criteria:

October 16 to March 15: Move requests may be submitted to Facilities at your convenience. As always, we will do our best to accommodate your request taking into account your timeframe and our staff resources. These moves are provided at no cost provided the scope of work is within the ability of our staffing level and our equipment. Move requests received after March 15 will be scheduled for April.

March 16 to October 15:

Facilities will set aside the second FULL week of each month to perform move requests, and the cut-off date to submit requests will be two weeks prior. For example: the second FULL week of June 2012 is the work week of June 11-15; so requests would need to be received by us no later than Friday, May 25.

To request assistance with a move:

- Complete a Move Request Form <http://facilities.uah.edu/documents/FacilitiesMoveRequest.pdf>
- Forward to Facilities & Operations in the Physical Plant Building (PPB).
- Include a budget number to charge as temporary labor will be charged accordingly for the number of temporary employees required to complete your move (for moves scheduled March 16-October 15 or for moves that require special equipment or additional, temporary grounds staff).

Requestors who submit a form after the cut-off date will have two options: 1) schedule during the second full week of the next month, or 2) use the moving contractor currently on bid with Procurement.

Note: Shipping & Receiving handles the disposal of surplus property. If you need to dispose of University property, complete and forward University Surplus Pick-up Request as directed on the form.

http://www.uah.edu/admin/bussvcs/Forms/Surplus%20Pickup%20Request_1.pdf