

CUSTODIAL OPERATIONS DEPARTMENT

INTERNAL MOVE PROCEDURES

FALL 2009

1. ALL BIG DIVISION MOVES WILL BE HANDLED BY JOYCE BROTHERS MOVING COMPANY – **REQUESTOR NEEDS TO CONTACT TARA WYNNE (x2860) FOR ARRANGEMENTS.**

2. CUSTODIAL OPERATIONS DEPARTMENT WILL REQUIRE A **2- DAY NOTICE** FOR MOVES DONE BY OUR STAFF -- **CALL x4440 & REQUEST WILL BE ENTERED INTO OUR SYSTEM FOR PROCESSING. REQUESTOR SHOULD PROVIDE THE FOLLOWING INFORMATION FOR THE CUSTODIAL STAFF:**
 - The furniture to be moved and how many pieces & sizes
 - The number of boxes to be moved
 - A request to clean the carpet if needed
 - A furniture layout if possible

3. REMOVAL OF ATTACHED ITEMS (whiteboards, bulletin boards, coat hooks, shelves, etc.) AND DISASSEMBLY OF ANY FURNITURE – **CALL x4440 & REQUEST WILL BE DIRECTED TO CARPENTERS. REQUESTOR SHOULD ALSO INDICATE WHEN CALLING IF PAINTING IS NEEDED.**
 - This must be approved by a dean or department supervisor
 - All requests will be reviewed against the FMP for feasibility

4. NO COMPUTER OR PHONE MOVES OR HOOKUPS ARE DONE BY CUSTODIAL STAFF -- **CALL THE IT HELP DESK @ x4357**

5. THE CUSTODIAL DEPT. **DOES NOT STORE** FURNITURE OR EQUIPMENT FOR FUTURE USE BY A REQUESTOR OR OTHERS. REMOVED ITEMS WILL BE PUT IN AN AREA FOR DISPOSAL, UNLESS REQUESTOR MAKES OTHER ARRANGEMENTS.

6. FOR ANY “TO/FROM” OR ROOM LABEL SIGNAGE NEEDS -- **REQUESTOR SHOULD INFORM VIRGINIA GARNER @ x2754**