

Moving Rates:

Subject to change without notice

- \$49.39 hr. per mover (1/4 hour increments)
- \$50.00 hr. forklift & operator
- \$150.00 forklift rental per day (minimum)
- Boxes, if available, may be purchased for \$2.25/ea.

Re -usable boxes may be bought back at \$2.00/ea.

Boxes measure 13x13x17.5

Rental Rates:

- \$3/day 6'x3' plastic folding tables.
- \$1/day metal folding chairs.
- \$5/day Display/Poster Boards

Hourly rates apply for delivery and pickup of tables, chairs and poster boards.

Expectations regarding your vacated area

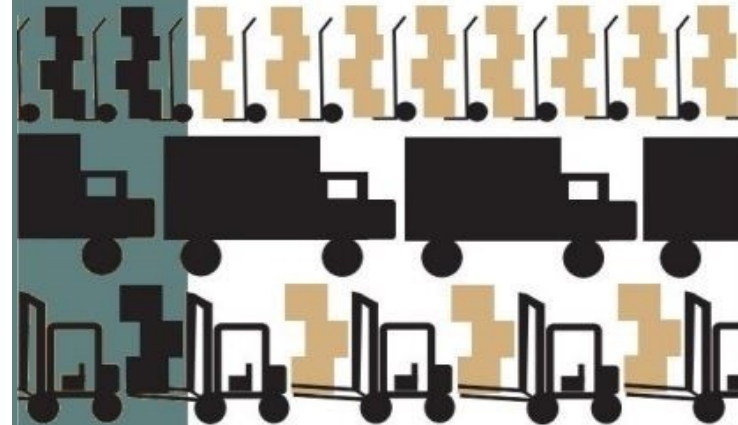
Clear out all trash and recyclable items in your vacated office area, and make arrangements for the furnishings you do not plan to keep (so long as they do not belong to the building) The expectation is that you will leave your vacated area ready for fresh paint and carpet cleaning. Items included, but not limited to are:

- Papers (from storage, file cabinets and desk surfaces).
- Misc. office supplies (ex. Pens, paper-clips, post-its, etc.).
- Anything hung or attached to the walls, except whiteboards and tackboards that you do not plan to move or keep.
- Large recycle bins are available for your use. Please call 523.2535 to arrange.

Phone Contact Information

- ☎ For estimates and scheduling, call 523.4227
- ☎ For document destruction, call 523.4227
- ☎ For general services, call 523.4227
- ☎ For property surplus, call 523.4163
- ☎ For Regulatory Compliance, call 523.7288

Facility Services Guide to Moving



General Services

Please give as much lead time as possible when scheduling your move *. Having an inventoried list of items helps expedite our services to you.

Moving Crew is also responsible for a number of duties within operations (i.e. preventative maintenance, snow removal, etc.)

*Your move may be tentatively scheduled in order to maintain our work with operations.

Please be advised that a contracted moving service may be necessary to complete your move on time. Requesting departments are responsible for paying contractors.

Please review the services and suggestions we have compiled after doing campus moves for many years.

After reviewing the brochure, please call us for further information or to ask any questions. You can reach us at 523.4227

Furniture

- Empty desks completely.
- Empty all open bookcases.
- Vertical file cabinets can be moved full, fifth drawer must be emptied (if existing). Lateral file cabinets must be emptied.
- Two -door storage cabinets must be emptied.
- Clearly label each item with new room number.

Computers, copiers, etc.

- You must disconnect your computer; we will physically move it.
- Check on your service agreement for copiers— that company may want to move their piece of equipment.
- Fax machines may have a service agreement also.
- We will move any of these items otherwise.

Boxes

- Boxes may be supplied for a fee.
- You may use your own boxes. □ Make sure the box is CLOSED.
- Do NOT use larger boxes (tissue, computer, etc.)
- Label each box clearly with new room number.

Equipment

- Empty all refrigerators and upright freezers.
- We do not disconnect gas, air, water, or electrical lines; call Work Control for help at 523 - 4227.

- Some equipment may require disassembly for clearance reasons; you may have to check your warranty.
- We will remove and install partition walls* *Carpenter services may be needed .

Other items

- Make sure all surplus items are clearly marked and contact surplus properties ahead of time.
- Hourly rates will apply if Moving Crew is needed for Surplus Property moves.
- Make sure all hazardous waste or chemicals are handled properly; we **will not** move hazardous material. Contact Regulatory Compliance at 523 .7288
- Have layout maps of the new area posted on each door

Other Services

Moving large lab equipment (centrifuges, biosafety hoods, lab freezers, etc.)

- Forklift services
- Document destruction
- Table/Chair rentals