

Move Request – Office of Planning, Design and Construction

Department

Planning, Design, and Construction

Request Furniture Move

Evaluate Request

What type Move?

Permanent Move to Surplus or Disposal

Is the Furniture Fit for Re-Use?

Move in the Department

Move out of The Department

Was Request Approved?

Yes

Schedule Move

Was Request Approved?

Transfer Furniture via Lawson

Verify Transfer

Transfer Furniture to surplus via Lawson

Verify Transfer to Surplus

Schedule Move to Surplus

Complete Disposal Form in Lawson

Verify Transfer to Disposal

Schedule disposal

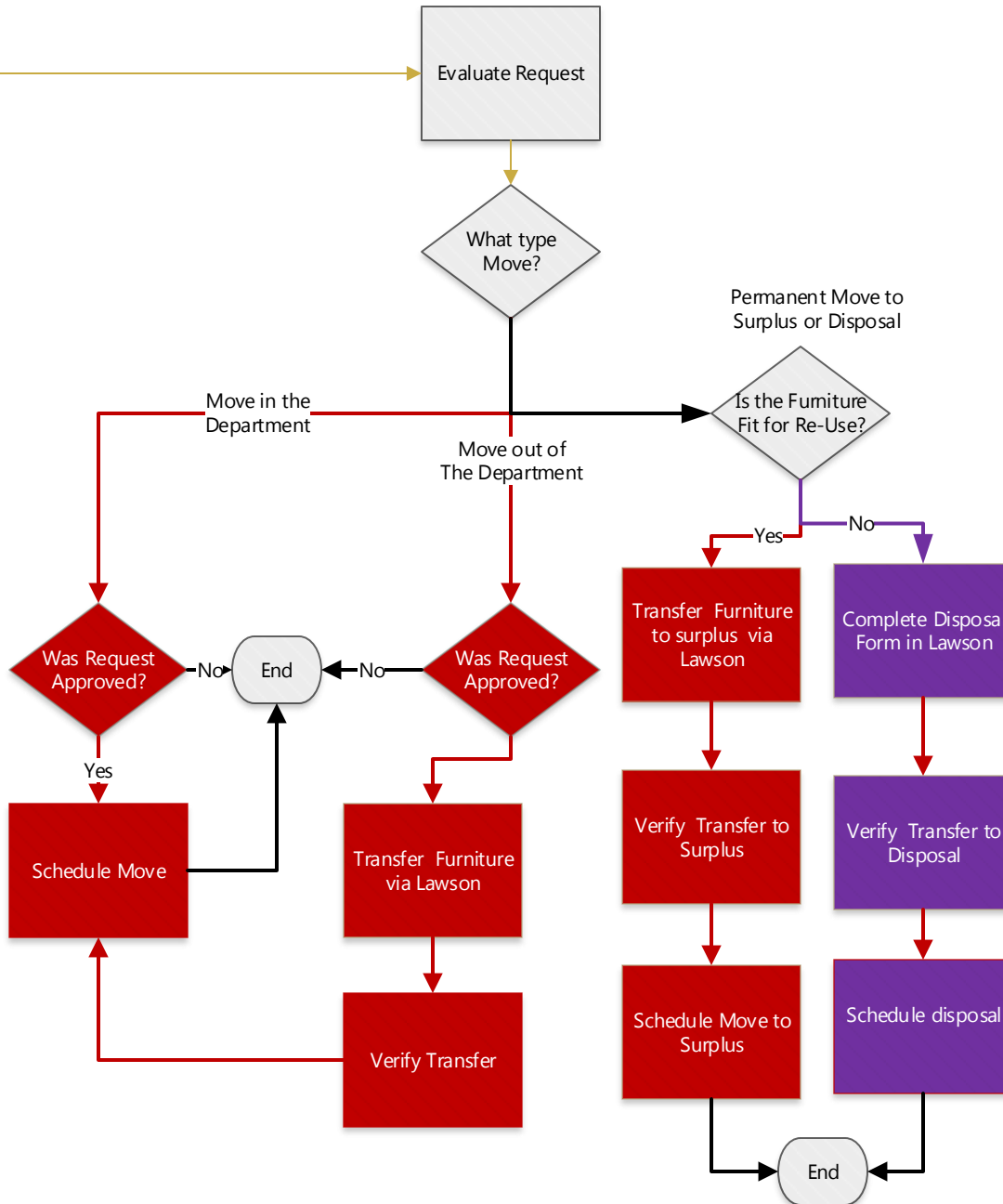
No

No

Yes

No

End



Move Request Guidelines

1. No move can take place before the Office of Planning, Design, and Construction verifies your department is assigned in HEGIS to the requested space or is approved through the Space Request form for reassignment of space. **A minimum notice of ten business days is required prior to requested move date for all move request. (Please note this does not guarantee your move request will be approved for the requested timeframe as approval will still be required prior to scheduling).**
2. The Request must be submitted by an approved requestor through the Move/ Space Request form located on the Planning, Design, and, Construction home page. If received as a Move Request the MAC (Move, Add, Change) spreadsheet must be attached to begin the reviewing process. Failure to do so may result in the cancellation or delay in your request. All computer, telephone, printer needs, and logistical information must be listed prior to scheduling your move. If multiple users are involved please associate phone extensions, UMMC ID numbers (PC), printer numbers, and locations with each employee. This information should be listed collectively on the MAC spreadsheet and submitted. This will ensure existing and new hardware is moved or ordered/delivered to accommodate the proposed move date. Estimated 45 business days for ordering new devices.
3. If the department is planning a series of moves for backfilling, adding, or rearranging, all known information must be submitted in the first request for planning purposes. **Failure to do so may result in delays, cancellations, and or departmental charges for additional moves.**
4. During the move a single authorized contact will make decisions regarding questions or any possible changes. This should be communicated through the available on-site move resources and/or the MAC Coordinator.
5. A departmental authorized employee will need to complete a TMS ticket for Physical Facilities to order keys, signage and/or set up parking arrangements, no later than two weeks in advance. **For security reasons, the customer must take possession of keys to the new space prior to the move date. . Failure to do so may result in a delay or cancellation until keys are assigned.**
6. Please inform DIS of any need for badge access, as a request must be submitted through LANDesk or the Helpdesk.
7. Environmental Services will need to be scheduled for waxing floors and/or cleaning carpet approximately seven (7) business days prior to occupying the space. Floors and carpet will need drying time prior to installation of furniture, etc. Additional scheduling for daily housekeeping needs with environmental services may be required for continual cleaning of the newly occupied space.
8. If new furniture is being purchased, please provide the delivery/installation details along with confirmation of approval from The Office of Planning, Design, and Construction. This is critical to ensure proper coordination during the installing and or exchanging of furniture with any move.
9. Contact Supply Chain and the Mail department for address change.
10. If Cintas and or shredding services are being used, contact the vendor for location change for service.
11. Each employee should update their information in the employee directory after the move.
12. The departmental Property Control Officer will be responsible for updating the location of all moving property.

UMMC Moving and Packing Instructions:

1. Moving totes and or boxes will be delivered to your department for packing once the Move request and MAC form have been received, evaluated, and scheduled. Typically one week in advance of the scheduled move.
2. All totes/ boxes must be closed flat with no bulging tops for stacking. Any moving totes/ boxes that are not closed flat will not be moved.
3. Place the Quality Group moving labels with the intended location on the end of the moving tote or side of the box so it can be easily seen. Do not place the moving tag on the top of the tote or box. Do not write on the tote itself. See example below:
4. All totes/ boxes will be picked up 2 days after your move has been completed and will be required to be emptied prior to pick up. (Note: if someone will be out of the office and unavailable to unpack the moving totes/ boxes, the department will be responsible for unpacking the totes for that employee prior to pick up.)
5. The Quality Group will not move, or be held responsible for any broken personal items. Personal items are to be moved by the individual in which it belongs to.
6. Do not pack any wall hanging art as it will be protected, loaded, and moved by Quality Group if tagged.
7. All furniture moving will need a Quality Group label with it with the location to be moved.
8. Do not pack any computers or phones. Place Quality Group moving labels on every computer, monitor, keyboard, mouse, scanner, and phone to be moved. Do not place the Quality Group moving label on the screen of your monitor. Place the Quality Group label on the back of the monitor.
10. If an item requires specialized packing material it will be addressed on an individual bases during the review.
11. If you need additional moving totes/ boxes or labels, request will be made in advance (three or more days), as short notice request may not be accommodated.
12. Sensitive, breakable, and or personal items are to be packed by the employee, moved, or removed prior to the scheduled move date.
13. The department will be responsible for contacting vendors for scheduling moves of all vendor supported equipment.
14. Have all items to be moved tagged the day before your move. Labels and packing materials will be picked up prior to the scheduled move time.
15. The Quality Group will not move anything that does not have a Quality Group moving label on it.

: Example of a moving tote with a properly located Quality Group tag applied:



Additional moving supplies and/or moving questions can be referred to the contacts below:

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