

## Facilities Management Moving Procedure

**Purpose:** The purpose of this procedure is to provide procedures for intra-campus moves.

**Application:** This procedure, while not all encompassing, will apply to all moves of offices, furniture, equipment, scientific equipment, computers, boxes, books.

### Move Management:

- 1.) Moves beyond the capabilities of the requesting department will be assessed by Facilities Management staff to determine if the move can be accomplished in-house, or if it will have to be contracted out. All contracted moves will be coordinated by the Facilities Management Department, in coordination and consultation with the customer.
- 2.) NDSU Facilities Management will evaluate all moves and any equipment deemed scientific in nature, is mechanical, has a laser component, is robotic, or has a high value, for internal move viability. Some types of equipment carry with them large liabilities. Those items will be handled by a licensed, insured and bonded moving contractor, at the requesting Department's expense.
- 3.) Music Equipment such as, but not limited to, pianos, organs, harpsichords, will be handled by a licensed, insured and bonded moving contractor.
- 4.) Multiple moves associated with building renovations will be coordinated by the Facilities Management Department.
- 5.) Departments requiring moving services must submit a Move Request Form to Facilities Management.  
Move requests require the following information:
  - a.) Location of Move (From : To)
  - b.) Name of customer, contact person and phone number
  - c.) Requested start date
  - d.) Funding information (if there are anticipated, applicable charges)
  - e.) Nature of the move (permanent or temporary)
  - f.) Moving supplies required (boxes, tape, etc.)
  - g.) Complete an Inter-Campus Moving and Storage Inventory and Tracking Form, if the items will be stored by Facilities Management. <https://www.ndsu.edu/fileadmin/vpfa/forms/FM-InventoryTracking.pdf>
  - h.) Complete a Space Move Authorization form to reflect the change in space. <https://www.ndsu.edu/fileadmin/vpfa/forms/FM-SpaceMove.pdf>

- 6.) Every precaution will be taken to prevent breakage, damage and theft. All liabilities for Facilities Management moves rest with the customer. If the move is handled by a licensed, insured and bonded moving contractor, those liabilities will rest with the contracted mover and the customer. **For any move performed by Facilities Management, ND State Fire and Tornado has a deductible of \$15,000.00 (FY18 deductible amount) for each loss. This deductible will be the responsibility of the customer.**
- 7.) Normal moving hours are between 8:00 a.m. and 4:30 p.m. Monday – Friday. Charges will apply to moves requested outside of these hours and will be the responsibility of the department ordering the move. For off-campus related moves, mileage will be charged to the requesting department.
- 8.) Personal documents and valuables, computer equipment and personal office items require the attendance of the customer during the duration of the move.
- 9.) Moving contractors handle moves only. Separate Service Requests must be submitted for the assembly and disassembly of desks, cubicles, shelves and the relocation of classroom technology related items.
- 10.) Contracted movers will not relocate surplus items without receiving proper authorization, prior to the move. Please contact the Purchasing Director for information regarding surplus items. Responsibility belongs to the customer to secure surplus transfer approval from the Purchasing Director.

#### **Move Categories**

**Small Moves** – no more than two complete offices (includes arrangement of office furnishings)

**Notice Required:** a minimum of one week notice

**Large Moves** – more than two complete offices (includes transfer of all surplus items)

**Notice Required:** a minimum of two weeks' notice

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[Continue to the Move Request](#)