



# Physical Plant Policy & Procedure #16

**TITLE: MOVING AND SET-UP SERVICE**

**OBJECTIVE AND PURPOSE:** This policy shall define the operation of the moving and set-up service provided on the Boca Raton campus.

**RESPONSIBILITY: ACTION**

**ASSISTANT DIRECTOR/GROUNDS AND TRANSPORTATION**

- ◆ The moving and event set-up service consists of manpower and equipment to relocate office furniture and equipment and to set-up tables and chairs for events, on the Boca Raton campus. This service is available for Faculty and Staff as it relates to office moves and is available to Faculty Staff and Students as it relates to event set-up. This service is provided at no charge to E&G operations. Auxiliary operations, A.D. Henderson, and ERCCD are charged the allowable hourly labor rate.
- ◆ The moving and set-up service consists of one (1) employee (an additional laborer is available on-call as needed), a moving van and moving equipment.
- ◆ Periodically, moves are requested that cannot be accomplished by this service, due to their size and/or complexity. A move is considered to be too large for utilization of this service if the move would require two (2) employees working more than four (4) hours; if a certain piece of equipment is too large; or of too sensitive a nature for two (2) employees to safely move with the available equipment. This determination will be made by the manager of the moving operation.
- ◆ In the event the move is deemed too large to perform with the moving service, the requestor will be advised to contact the Purchasing Department to be given the names of local private moving companies they can contact. The expense of using a non-FAU moving service is borne by the requesting department.

**REQUESTING DEPARTMENT**

- ◆ Requests for the moving or set-up service are to be made through Work Control by the submission of a Work Order Request (located at <http://uavp.fau.edu/WorkControl/>) a minimum of 7-10 days prior to the desired date of service. A complete list of items to be moved needs to be included on the request. The request will not be scheduled until this list is received by Work Control.

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APPROVED:	Vice President	Associate V.P.	Director

- WORK CONTROL STAFF**

  - ◆ Upon receipt of the complete work order request, including the list of items to be moved, Work Control staff prepares a work order in the work control system, and verifies availability of the desired date of move/set-up. Should the desired date/time not be available the requestor is contacted and a mutually agreeable date/time is established. Work assignments are scheduled on a first come-first served basis; however, a scheduled office move may need to be briefly interrupted for a scheduled event set-up.
  
- REQUESTING DEPARTMENT**

  - ◆ The requestor is responsible for preparing their furniture, equipment and material for a move. Files/desks/bookcases etc. need to be emptied and contents boxed and labeled. Small and loose items also need to be boxed. Requester is responsible for moving personal items.
  
- MOVING AND SET-UP PERSONNEL**

  - ◆ Work Control prepares a daily written schedule of the next day's moving and set-up assignments. Individual work orders are given to the moving personnel and a summary schedule is posted in the Physical Plant office.
  - ◆ Moving and set-up personnel perform each move and then are required to call into the Work Control center to advise when a move has been completed.
  - ◆ The moving personnel complete the written portion of the work order and return the work order to Work Control.
  
- WORK CONTROL STAFF**

  - ◆ Work Control staff enters the information into the Work Control system. Closing the completed work order is then performed under the Work Order Procedure.
  
- MOVING AND SET-UP PERSONNEL OR PHYSICAL PLANT STAFF**

  - ◆ For set-ups, tables, chairs, platforms and dais' are generally provided by the University and set-up by the moving/set-up staff. Specialty items need to be ordered, paid for and have delivered by the requesting department. The exception to this statement is that plants, while still funded by the requestor, are generally received by and set-up by the Physical Plant staff.
  
- REFERENCE:**

  - ◆ Work Order Procedure