

The Department of Physical Plant Moving Services Policy

May 2009

The Physical Plant Department offers limited moving services for the convenience of the University community. The individuals performing the moves are not professional movers and do not have the equipment or training to perform specialized or complex moves. Therefore, complex moves or moves exceeding **4 hours** must be performed by a moving company on NYS Contract.

Typical moves performed by our staff include; moving furniture from one location to another, moving file cabinets, bookshelves and boxes.

Criteria to request a move performed by Physical Plant:

- Two persons - two hour moves or one person - four hour move.
- No weights exceeding 100 lbs. to be lifted by two people, or 50 lbs. to be lifted by one person.
- Objects weighing more than 100 lbs. must be able to be moved by dolly, cart or pallet jack.
- The area from which objects are moved to and from moved must be easily accessible for movers and the material handling equipment.
- To request a move a work order must be submitted and the move will be scheduled through Peter Spoor, The Moving Crew's Supervisor – 437-3641 or pspoor@albany.edu
- The Movers must follow OEM procedures concerning the disposal, surplus and transferring of equipment with or without asset tags i.e. computers and office equipment. All work requests for such actions must be approved by OEM prior to scheduling the move.

These moves are performed at no cost. All moves are done on a first come/first serve basis, and as staffing permits. Physical Plant is NOT responsible for items broken or damaged during a move. Physical Plant staff will NOT move high value items OR items covered by restrictive maintenance agreements. These should be handled via alternate means. NO electronic or scientific equipment will be moved by Physical Plant, with the exception of items being surplus through Office of Equipment Management.

To view movers on contract, please link to the following site:

<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7900419993can.pdf> (We are Region 5)

To request a move from Physical Plant, please click: https://sunyaimapp.assetworks.com/fmax/screen/CRQ_VIEW

<http://www.albany.edu/facilities>