

Moving Services Guidelines

Revised April 2018 (DRAFT Final)

The Office of Facilities Management 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, oversized, and/or complex moves. Therefore, such types of moves or moves exceeding 4 hours should be performed by a moving company on NYS Contract.

All moves are completed on a first come/first serve basis, and as staffing permits. Typical moves performed by Facilities staff include moving standard sized furniture from one location to another, moving file cabinets, bookshelves, boxes, and various items related to special events, such as flags for commencement.

Criteria to request a move:

- To request a move, a Customer Request must be submitted to the Customer Service Center via [AiM](#). Please call x23299 if you have any specific questions about items to be moved.
- Facilities will provide up to four hours of service free of charge, given the move request complies with all below criteria. This would normally consist of the services of two movers for two hours.
- The area from which objects are moved to and from moved must be easily accessible for movers and the material handling equipment.
- The movers must follow all Office of Equipment Management (OEM) procedures concerning the disposal, surplus and transferring of equipment with or without asset tags (e.g., computers and office equipment). Please make sure that all required paperwork has been filed with OEM prior to requesting a move.
- Items must not exceed 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 (provided by the movers).
- White boards must not exceed 6' in length so as to be able to fit into an elevator for transport.
- Originating department should arrange for inside delivery services for any furniture orders.
- Facilities is not responsible for items broken or damaged during a move.
- Facilities will not move high value items (e.g. artwork) or items covered by restrictive maintenance agreements (e.g. copiers).
- Facilities cannot move electronic (e.g. computers) or scientific equipment, with the exception of items procured from OEM surplus.
- Facilities is not responsible for private carrier shipments or the delivery/move of said shipments.
- Facilities reserves the right to determine whether a request meets the criteria for services listed above.

To view movers on contract, please visit the [OGS Pricing](#) page. The University is in Region 4.

To request a move, submit a request via the [AiM Work Order Management System](#).

If you do not have an AiM account, please visit the [Facilities Management wiki](#) and select Technical Support.