



## 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,

**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.