Moving Services Procedure

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Supply Management Services</th>
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<tbody>
<tr>
<td>Approver:</td>
<td>Director, Supply Management Services</td>
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<tr>
<td>Scope:</td>
<td>Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).</td>
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Contact for questions about this procedure: SMS Dispatcher
780-492-4122
dispatcher@ualberta.ca

Overview

Distribution Operations is responsible for the organizing of internal and external moving of offices, equipment and miscellaneous items on campus. Distribution works directly with departments to organize their moving requirements; this includes reviewing the work and providing estimates, providing time frames to complete the work, organizing either internal movers or external moving companies and processing all charges related to the project. This service is offered on a cost recovery basis, the University maintains one vehicle dedicated to meet these requirements. External service providers are used to work on projects when the size of the project is large, when time frames cannot be met and when specialized equipment is being moved or is required.

Purpose

To provide a central contact for moving requirements for the entire University of Alberta campus.

To maintain an internal service provider that can be available on an ongoing basis.

To monitor and maintain an external service provider; ensuring that quality, pricing and productivity requirements are met.

To meet the moving requirements of the campus.

To provide expert advice on moving requirements and to minimize loss due to damages or lost items.

To minimize the costs associated with moving.

PROCEDURE

Moving services are scheduled through the dispatcher at 492-4122. Moves that are less than one day in length are seldom estimated, and moves that will require multiple days to complete can be estimated by contacting the Warehouse Services supervisor at 492-5133. This service is provided on a cost recovery basis, $85.00/hour for two men and a truck. When requesting these services please provide the dispatcher with the following information:
- Active speedcode and account number
- The date that the move needs to be completed
- Status of move – either internal within the building or external from one building to another
- Estimated amount of time that the move will take to complete
- Room number(s) and building locations
- Department name and contact person
- If you require an estimate, please inform the dispatcher so that arrangements can be made.

**DEFINITIONS**

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<thead>
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<th>Definitions</th>
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<tr>
<td>Internal move</td>
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<td>External move</td>
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**FORMS**

There are no forms for this Procedure.

**RELATED LINKS**

Should a link fail, contact uappol@ualberta.ca.

There are no related links for this Procedure.