

The Physical Plant “Guide to UCA Moving”

The following pages have been developed to facilitate your campus move. A campus move involves the Physical Plant Moving Department whether department personnel do the move or contract with a moving vendor for the move.

The first step in planning your move is to determine what kind of move you will have. Campus moves fall into one of four categories and are defined in the following Quick Reference Chart.

Quick Reference Chart

What kind of move will you have?	How long will the move take?	What charges will be assessed?	What forms are required?
Minor Move <ul style="list-style-type: none"> • Three average, office-sized rooms or less • No remodeling 	Generally, 2 to 3 days. Move may begin early one day and may not be completed until the next day depending on the movers' workload.	No moving charge for educational and general buildings.	<ul style="list-style-type: none"> ➤ Moving Request Form ➤ Telephone Service Request Form
Minor Move with Remodeling <ul style="list-style-type: none"> • Three average, office-sized rooms or less • The new location requires remodeling 	Will occur over a period of time and will vary depending on extent of remodeling work. The move may occur before remodeling is completed.	No moving charge for educational and general buildings. Charges will be made for remodeling.	<ul style="list-style-type: none"> ➤ Moving Request Form ➤ Telephone Service Request Form ➤ Project Estimate Request Form
Major Move <ul style="list-style-type: none"> • More than three average, office-sized rooms • No remodeling 	As long as two weeks, depending on quantity to be moved. The UCA Physical Plant will coordinate the move with an outside moving contractor.	Moving charges will be assessed. Prior to the move, the UCA Physical Plant will provide a cost estimate for the move.	<ul style="list-style-type: none"> ➤ Moving Request Form ➤ Telephone Service Request Form
Major Move with Remodeling <ul style="list-style-type: none"> • More than three average, office-sized rooms • The new location requires remodeling 	Two weeks or more depending on quantity to be moved and extent of remodeling work. The UCA Physical Plant will coordinate the move with an outside moving contractor.	Moving charges will be assessed. Prior to the move, the UCA Physical Plant will provide a cost estimate for the move. Charges will be made for remodeling.	<ul style="list-style-type: none"> ➤ Moving Request Form ➤ Telephone Service Request Form ➤ Project Estimate Request Form

Now you're ready to use the [“Moving Process Worksheet”](#).

The "Moving Process Worksheet" will help you know what dates are important in your move and also what forms you need to prepare, what departments you need to contact, and the date each step in the process must be done. **Print the worksheet and fill in the appropriate dates.** These dates are intended only as guidelines to help you plan and carry out your move. If remodeling will be done, the scope of the remodeling can determine when your move might actually begin. Hyperlinks on the form will connect you with the forms you must prepare and other departments you must contact.

MOVING PROCESS WORKSHEET		
When do you want to be in your new location? This is your "Move Complete" date. Enter that date in the next column...	___/___/___	
BASED ON THE KIND OF MOVE YOU WILL HAVE, DETERMINE YOUR "START MOVE DATE". (Refer to descriptions in the "Quick Reference Chart" to decide what kind of move you'll have.)		
Kind of move...	Calculate the "Start Move Date"	Start Move Date
For a minor move	Back up 3 business days before the "Move Complete" date. Enter this date in the next column...	___/___/___
For a minor move with remodeling	Consult with Velton Daves and Todd Watkins for an estimate on how long the remodeling will take and when the "Start Move Date" will be. Enter this date in the next column...	___/___/___
For a major move	Back up 10 business days before the "Move Complete" date. Enter this date in the next column...	___/___/___
For a major move with remodeling	Consult with Velton Daves and Todd Watkins for an estimate on how long the remodeling will take and when the "Start Move Date" will be. Enter this date in the next column...	___/___/___
USE YOUR "START MOVE DATE" ABOVE AS THE STARTING POINT AND CALCULATE THE CRITICAL DATES FOR YOUR MOVE BELOW...		
IMPORTANT DATES FOR ALL MOVES...	Critical Dates	Action to take at each critical date in the previous column...
FOR MAJOR MOVES:		
Back up 90 days from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Complete and send the Moving Request Form Make sure POs are prepared with adequate lead time
FOR MAJOR MOVES WITH REMODELING:		
Back up 90 days from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Complete and send the Moving Request Form Complete and send the Project Estimate Request Form Make sure POs are prepared with adequate lead time
FOR MINOR MOVES:		
Back up 60 days from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Complete and send the Moving Request Form Make sure POs are prepared with adequate lead time
FOR MINOR MOVES WITH REMODELING:		
Back up 60 days from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Complete and send the Moving Request Form Complete and send the Project Estimate Request Form Make sure POs are prepared with adequate lead time
FOR MINOR MOVES WITH REMODELING:		
Back up 30 days from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Begin packing for the move.
Back up two weeks from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Complete and send the Telephone Service Request Form to the Physical Plant Contact the Inventory Department to arrange for equipment transfers and/or retirements
Back up one week from your "Start Move Date". Enter that date in next column...	___/___/___	<ul style="list-style-type: none"> Contact Computer Services and make arrangements to move your computer equipment.



UCA PHYSICAL PLANT MOVING REQUEST FORM

REQUESTER _____	ADDRESS _____
DEPARTMENT _____	PHONE _____
FAX _____	E-MAIL _____
MOVE FROM: _____	MOVE TO: _____
PROJECT START DATE: _____	PROJECT END DATE: _____

CHECK ONE BELOW FOR TYPE OF MOVE:

MINOR MOVE MINOR MOVE W/REMODELING MAJOR MOVE MAJOR MOVE W/REMODELING

PROJECT DESCRIPTION: _____

USE REVERSE SIDE OF FORM IF MORE SPACE IS NEEDED FOR PROJECT DESCRIPTION

SIGNATURE _____ DATE _____
 (department chairperson)

CHECKLIST

TO COMPLETE YOUR MOVE MAKE SURE YOU CONTACT THE FOLLOWING DEPARTMENTS AND PREPARE THE APPROPRIATE FORMS

- | | | |
|--------------------------------|--------------------------|--|
| INVENTORY DEPARTMENT | <input type="checkbox"/> | (to retire and/or transfer property) |
| PURCHASING DEPARTMENT | <input type="checkbox"/> | (to purchase furniture/fixtures/equip) |
| COMPUTER CENTER | <input type="checkbox"/> | (to disconnect network connection) |
| DEPARTMENT CHAIRPERSON | <input type="checkbox"/> | (to order keys; signature on moving request form) |
| GROUNDS DEPARTMENT | <input type="checkbox"/> | (if disposing of material too large for a trash bag) |
| PROJECT ESTIMATE REQUEST FORM | <input type="checkbox"/> | (must complete for moves involving remodeling at new location) |
| TELEPHONE SERVICE REQUEST FORM | <input type="checkbox"/> | (to order or move phone service -- send to campus switchboard) |

Once this form is completed and signed, please send to: Todd Watkins, UCA Physical Plant.

Frequently asked questions:

1. Where do I begin when I want to initiate a campus move?

- Decide which type of move you require (see the "Guide to UCA Moving" Quick Reference Chart above);
- Make a copy of the Moving Request Form;
- Complete the form and send to Todd Watkins, c/o UCA Physical Plant, (office) 450-3454, (fax) 450-5399, toddw@uca.edu.

2. Once I submit the Moving Request Form, what is the process?

Once the Moving Request Form is received at the Physical Plant, you will be contacted within ten (10) working days to discuss various details, propose schedules, etc.

3. How much advance notice (lead time) does the Physical Plant require?

- **Minor Moves** require 60 days advance notice (move would begin AFTER a 60-day period);
- **Minor Moves with remodeling** require 60 days advance notice (move would begin AFTER a minimum 60-day period and could be later depending on extent of remodeling);
- **Major Moves** require 90 days advance notice (move would begin AFTER a 90-day period);
- **Major Moves with remodeling** require 90 days advance notice (move would begin AFTER a minimum 90-day period and could be later depending on extent of remodeling).

4. If I am going to be charged for remodeling, how do I get an estimate?

Fill out a Project Estimate Request Form and submit to Velton Daves, Construction Manager, c/o UCA Physical Plant, (office) 450-5387, (fax) 450-5399, veltond@uca.edu.

5. What other circumstances require a Project Estimate Request Form?

Only those moves (either minor or major) that involve remodeling at the new location require a Project Estimate Request Form. Moves to **newly constructed buildings** do not require the form.

6. How will I know how much to expect an outside contractor to charge for a Major Move?

Once the Moving Request Form is received at the Physical Plant and Physical Plant personnel have been able to evaluate the scope of your move, you will receive an estimate for the outside contractor's charges.

7. Do I need to complete a work order for any part of the move?

No. The Moving Request Form that must be filled out and signed by the department chair takes the place of a work order.

8. What other departments do I need to contact:

- Inventory Department** -- Retirement and/or transfer papers must be completed before the move. Transfer paperwork has to be completed on all items, even though they may not appear on your inventory.
- Purchasing Department** – Purchases must be coordinated through the Purchasing Department and all deliveries designated as **in-house** delivery. **Purchase Order will clearly state that "Supplier is responsible for assembly of furniture/fixtures/equipment and removal from campus of any cardboard boxes/debris."**
- Campus Switchboard** (located at Physical Plant) – Complete the [Telephone Service Request Form](#) on the "Physical Plant Forms" page at Physical Plant web site <http://pplant.uca.edu>. Fulfillment of telephone service request requires two weeks advance notice.
- Computer Center** – Contact the Computer Center Help Desk at helpdesk@uca.edu for computer installation/moving needs.
- Department Chairperson** - Contact your Department Chairperson for **Room Key** needs. A form is required. Old keys are returned and new keys are issued at the Physical Plant Warehouse.

9. Do I need to pack for the move?

Yes. Everything must be packed in boxes and labeled when the mover arrives. You must provide your own labels. Place label on the side of the box rather than the top. Box labels must include your name, department, new building and room number. Furniture must be labeled with your name, department, new building and room number.

10. Does the Physical Plant provide boxes?

No. You are responsible for providing boxes for the move. You can check with Campus Bookstore, Supply Room, etc. for availability. The moving contractor (presently Downey Moving) will supply boxes for a fee. Physical Plant Moving Department will help you obtain boxes from the contractor.

11. Who is responsible for signage?

The department making the move is responsible for any signs that are required, i.e., laboratory, supply room, office, etc. Physical Plant is responsible for room numbers.

12. What if I need window coverings for my new area?

New or changes in window coverings (drapes, blinds, etc.) are the department's responsibility.

13. How is my area going to be cleaned?

Check with your building administrator for a cleaning schedule. Area will be clean upon your arrival.

14. How do you know where to put furniture/fixtures in my new area?

Once the Moving Request Form is received at the Physical Plant, you will be contacted within ten (10) working days to discuss various details, propose schedules, etc. During this discussion time Physical Plant personnel will furnish a set of floor plans for the new area. Use these plans to indicate where furniture/fixtures are to be placed and return to the Physical Plant contact person **before** the move.

15. Does anyone on my staff need to be involved in the actual move?

To help facilitate the move it is recommended in a **Major Move** that a departmental staff member be on site in the old and new location.

16. Are there waste management issues?

When disposing of large quantities of files, papers, old bulletins, books, etc. please observe the following guidelines due to safety issues:

- a. Dispose of waste materials in a tied trash bag.
- b. Bags must be manageable:
 1. They must not be overfilled. Fill each bag approximately 2/3 of its capacity.
 2. Filled bags must not be too heavy to carry – not over 25 pounds.
- c. Notify the Grounds Department immediately when disposing of material too large for a bag. Contact Dennis Strom, UCA Physical Plant, 450-5854 (office), 450-5399 (fax), denniss@uca.edu. Make disposal arrangements with Grounds Department *prior* to material being set out.