

Moving Information

The UAMS Move Crew would like to offer the following information to assist in making your move go smoothly.

Plan your move in advance. The earlier you set up your move, the better. Waiting until the last minute may result in the move crew not being able to perform your move due to other work request.

Fill out the Equipment and Furniture Move Form. You can get this from the Property Website <http://ss.uams.edu/> along with all other Property related forms. Be sure to include the funding source (Fund & Cost Center).

The Move Crew rates are listed below.

\$20 per man per hour. Truck usage is billed as \$20 an hour. Moves requiring over time or scheduled on non-work days will be billed at time and a half for man-hours.

File storage boxes are provided at a cost of \$5 each. The usable boxes may be returned for a credit of \$3 each.

Order boxes in advance and have your items pack prior to your move time. Please do not start packing when we arrive. Do not over stuff boxes. Please label all boxes clearly and securely. Taping a piece of paper to a box or furniture is not a good method of labeling. You can write on boxes, or print up stickers. Box up all desk items (Stapler, calculator..) and personal items (Pictures as such). Also box up computer accessories (Mouse, keyboard, cables) to ensure they do not get mixed up with others.

The Move Crew does not disassemble furniture, equipment or computers. Please have all items that required disassembly completed prior to the move. All file cabinets, bookshelves and desk must be emptied out prior to move.

Other things to consider,

- Contact Telecommunication about moving phones
- Get with Physical Plant/Keyshop for new keys and turn in old keys
- Arrange to have your mail service sent to new location
- Ensure your new location meets all your electrical needs
- Arrange for new furniture to be delivered to new location

Finally, remember to send equipment and furniture not needed to surplus. The Move Crew also picks up surplus. You are not billed for surplus pick up. It is important not to just abandon items in your old location. The surplus form is also on the website cited above.

For other questions or assistance, please call 296-1047 for the Moving Crew Manager, or 686-5932 for the Director of Property Services.