



## SERVICE EXCELLENCE STANDARDS

Respectful ▪ Responsive ▪ Collaborative ▪ Competent

### Standard Operating Procedure

Housekeeping/Transport: Campus Office Moves

**Basic Job Function:** To provide the campus community adequate Project Custodial (PC's) labor to support internal office move(s) as approved by Management during normal business hours.

**Scope:** In keeping with our sustainability efforts, Facilities will provide re-usable plastic totes for each move. Individual departments are responsible for loading their totes and will then notify Facilities when it's time to transport them to their new office location on campus. Once our supply of totes has been exhausted, moving cartons can be provided.

Facilities maintains a minimum inventory of cartons so we encourage the use of the re-usable totes whenever possible. Tape and bubble wrap is available, but file banker boxes are not provided and are the responsibility of each Department to source and fund them. Once the office move is complete, individuals must notify Facilities when the totes have been emptied so they can be collected (within 48 hours).

Office furniture will **NOT** be moved (desks, credenzas, book cases, file cabinets) unless approved by Management under special circumstances. If select approval is issued by Management, it is the responsibility of the individual to empty all contents from desk drawers, book cases or file cabinets prior to the move. Furniture that has not been emptied, will not be moved.

Facilities Management Main Office: 407.691.1000