

Updates for FY 25 -- Support Services Moving Guidelines.pdf

1. Support Services FY25 clearing rates is \$37.00 per man, per hour.
2. Your contacts for your departmental move will be supervised by either Curt Dempsey and/or Randy Eaton. You can reach Curt Dempsey via phone at 706-542-7582 or via email at jcdemp@uga.edu, Randy Eaton can be reached via phone at 706-542-5129 or via email randye1@uga.edu.
3. A walk through should be scheduled with Curt and/or Randy prior to your move. In some cases, we may send one of our Supervisors, Greg Hall or Stanley Sims, to meet with you to speak with you regarding your move.
4. If you wish to have an estimate, you will need to fill out a work order with an estimate request and if you need any additional assistance please call our office at 706-542-8093 to assist with this process.
5. Before a move can take place, a work order must be created by your department using a departmental account number at: { <https://workrequest.fmd.uga.edu/>}.
6. When creating a work order, please be descriptive as possible regarding move date, time, type of items to be moved (office, labs, etc.), contact info, if there will be surplus, no elevator in building, etc.). Please include a completed surplus request with photographs https://busfin.uga.edu/forms/surplus_equipment_lab.pdf).
7. All boxes or blue moving totes (if used) must have lids with a destination room number labeled visibly on the sides of the box, not the top. Destination room # is needed; names are not required.
8. All personal items must be relocated by their owner to their respectful destination.
9. Lateral (wide) and vertical file cabinets must be completely emptied before moving.
10. Leased Copiers / Printers / Scanners / Fax machines must be moved by the company that holds the maintenance / lease contract because we are not allowed to move leased equipment.
11. Computers / Personal printers must be moved by your internal IT Department, unless they are going through Property Control as surplus items and have the surplus list filled out. Please use this form for this process -- https://busfin.uga.edu/forms/surplus_equipment_lab.pdf
12. A surplus should be made, when possible, prior to moving other furniture to its final destination.
13. For Surplus of State Property, contact Property Control at 706-542-6983 or use the following link: http://www.busfin.uga.edu/forms/surplus_equipment_lab.pdf for obtaining the Surplus Transfer List needed for processing this request. They must have this list first before property is taken and no additional items can be removed by Support Services.
14. For any furniture purchased recently and still under warranty, please notify Randy and Keith regarding this for coordination of move, most vendors will honor and handle the moving of warrantied furniture.
15. For additional recycling containers and additional pick-up of recycle or trash, contact Mason Towe at our Sanitation & Recycling Department at: 706-286-6948.

16. For archiving and / or destroying files, contact the Library Repository at 706-369-5926 to obtain a control number. A control number must be issued before we can pick-up and displayed on each box.
17. For building cleaning and custodial issues, contact Building Services at 706-542-2225.
18. For obtaining boxes for your move, contact the FMD warehouse for sizes available and pricing at 706-542-7440. This can be billed to your move by giving the work order number.
19. For all other Facilities Management requests, such as Carpenter Shop, Plumbing, Electrical, etc. Work Control can be reached at via phone 706-542-7456 or via email at fmdwork@uga.edu.

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