



The University of Georgia

Facilities Management Division[®]

1. Support Services FY22 clearing rates is \$34.50 per man, per hour.
2. Your contacts for this move will be Kevin Williamson { kevindw@uga.edu } or { [542-6742](tel:542-6742) } & Randy Eaton { randye1@uga.edu } or { [542-5129](tel:542-5129) }.
3. A walk through should be scheduled with Kevin and/or Randy prior to your move. In some cases, we may send one of our Supervisors, Curt Dempsey or Stanley Sims to meet with you.
4. If you wish to have an estimate, please call our office at { [542-7584](tel:542-7584) } for starting 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.).
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) file cabinets **must** be completely emptied before moving. Vertical files may be okay.
10. Leased Copiers / Printers / Scanners / Fax machines must be moved by the company that holds the maintenance / lease contract.
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.
12. Surplus should be done, when possible, prior to moving other furniture to its final destination.
13. For Surplus of State Property, contact Property Control at { [542-6983](tel: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 of this for coordinating. Most vendors will honor and handle the moving of this.
15. For additional recycling containers and additional pick-up of recycle or trash, contact Freddie Hardy at our Sanitation & Recycling Department at: { [706-521-9263](tel:706-521-9263) }.
16. For archiving and / or destroying files, contact the Library Repository at { [706-369-5926](tel: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 { [542-2225](tel:542-2225) }.
18. For obtaining boxes for your move, contact the FMD warehouse for sizes available and pricing at { [542-7440](tel: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., email Work Control at { fmdwork@uga.edu } or { [542-7456](tel:542-7456) }.