



MOVING SERVICES PROVIDED BY THE MAIN OFFICE

In fulfilling its role in building maintenance and in carrying out the decisions of the Space Committee, the Main Office staff will **assist** staff and faculty with various moving and office cleaning projects. This includes, but is not necessarily limited to, the following:

- Packing boxes
- Moving light furniture
- Disposing of unnecessary furniture/equipment/publications

Due to lack of training and safety equipment as well as the limits of their job descriptions, the Main Office Staff **cannot** move heavy furniture such as un-emptied desks, bookcases, file cabinets, couches, etc. If such items absolutely need to be moved, movers can be hired at cost (approximately \$150 per hour).

In order to assure that all of potentially problematic issues are identified and addressed, it is strongly encouraged to check in with the Main Office Manager several weeks prior to needing moving assistance.

Due to their other job duties, the Main Office Staff's availability to assist with moving is limited; therefore, any requests for Main Office Staff assistance must be scheduled with the Main Office Manager in advance.

Please note that if you would like to request movers, you must provide the date, time and appropriate recharge information. The Main Office will make the arrangements.