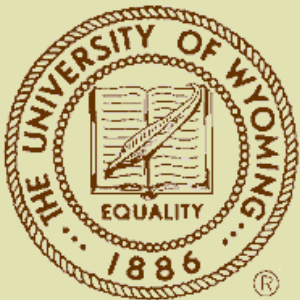


ADDITIONAL INFORMATION

- ◆ Moving services offers complete moving services to the campus, however we do not move hazardous waste or chemicals
- ◆ If requesting outdoor event setups it is helpful to provide maps and/or diagrams of your event layout so movers know where to set up equipment.
- ◆ If your moving services request is beyond the ability of U.W. moving services the coordinator would be able to provide contact information of local service providers that could potentially meet your needs.



University of Wyoming Physical Plant Facilities Services

1000 E University
Department 3227
Laramie, WY 82071
Phone: 307-766-2409

Other Contact Numbers

Service Desk	766-6225
Recycling	766-3590
Property	766-2302
EHS	766-3277
RMMC	766-3696



**Physical
Plant
Moving
Services**



Tel: 307-766-2409
Email: moving@uwyo.edu

UNIVERSITY
OF WYOMING



New Thinking



Get to know UW Moving Services!

A few tips for your move...



- ◆ **UW Moving Services** offers broad and general moving services to UW campus departments with objectives being efficiency, timeliness and professionalism.
- ◆ **UW Moving Services** has handled moves of every size and variety with the goal of making your moving experience as smooth and stress free as possible.
- ◆ When a move is determined needed you may submit your moving services request via email or by using the "Mover's Request Form" which is available on-line.
- ◆ Please provide as much information regarding your move as possible. i.e, building and room numbers of items to be moved, how many desks, file cabinets, chairs, boxes, etc.
- ◆ Depending on your moving request your move may be either billable or non-billable. Rule of thumb is any moving services request that is for the benefit of UW students, i.e. activities, would be non-billable. All other departmental requests, i.e. office moves, would/will be billable.

Scheduling & Planning

- ◆ Once your moving services request is submitted and the scope of your move is determined the moving services coordinator will, if necessary, review with you details about the move and any special requirements that may be required. The move will then be scheduled.
- ◆ It is important to note that during the snow season the first priority for Moving Services is campus wide snow removal. Therefore, your scheduled move may be delayed or postponed.
- ◆

Furniture & Boxes

- ◆ Empty the following items completely: Desk drawers, bookcases, 36" lateral file cabinets, storage cabinets, etc.
- ◆ Upright 16" - 18" two or four drawer file cabinets can be moved with files in them.
- ◆ Use sturdy boxes and secure with tape. Limit the size to standard file storage boxes.
- ◆ Label each boxed item(s) with name and new location.
- ◆ If you do not have boxes moving services can/will provide hard plastic moving crates.

Office Equipment

- ◆ Disconnect all office equipment and personal computers.
- ◆ Secure all power and accessory cords to avoid loss.
- ◆ Copiers can be moved if approved in lease. However due to the sensitivity of copiers and potential for something to "jiggle" or "break" during a move; moving services recommends you contact your lease company to move your copier.
- ◆

Lab/Research Equipment

- ◆ Empty refrigerators and freezers.
- ◆ Any equipment attached to utilities other than a standard plug-in must be disconnected by skilled trades or department personnel.
- ◆ Review warranties before disconnecting and moving

