



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Moving Assistance Guidelines</b>	
Department: <b>Facilities Management</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>July 2003</b>
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## Moving Guidelines

As a service to the University community, Facilities Management provides for the moving of various items on the campus. This includes the moving of office furniture such as desks, chairs, tables, bookshelves, filing cabinets, and other items such as heavy boxes. Small office equipment, such as typewriters and calculators will be moved by the Property department. Neither department is equipped to move delicate equipment which requires special handling requirements. These items may include copy machines, word processors and computers; when moving of these items is necessary, a service contract with a professional moving firm may be required. Under limited circumstances, Facilities Management may provide assistance in the moving of specialized equipment; in these instances, the requesting department assumes full liability.

Facilities Management performs moving services on a chargeback basis including weekend and after-hours work, off-campus pick-up and deliveries, and moving contracts with outside vendors. Requests for moves should be made on a service order request form and submitted through the appropriate administrator to Facilities Management.

**FORMS:** [http://www.ppfm.csulb.edu/web/docs/access\\_request.xls](http://www.ppfm.csulb.edu/web/docs/access_request.xls)