

Important Note: Contact your unit's facility manager prior to ordering facilities-related services to ensure compliance with University and/or departmental policies, procedures, and standards.

Getting Started

- Establish a defined scope for the move including: accessibility of facilities containing the items and the accessibility of the new location; if dismantling or disconnections need to be performed; if items need to be packaged for protection; best times to perform the move considering normal use of facilities and any potential events that could compete with the move; and whether interim storage is required. **If you are not the facility manager for the facilities impacted, then the facility manager(s) should be contacted well in advance and provide approval to proceed before committing to the actual move.**
- If chemicals or hazardous materials are involved, the OSEH Hazardous Materials Management group must be contacted at 763-4568 to review credentials and packaging procedures to ensure safe handling and transport. (Note: UM Moving & Trucking is a licensed provider and has been approved by OSEH) No hazardous waste may be moved without approval from OSEH.
- If any campus building systems (electrical, mechanical, or plumbing) are impacted, contact the [Plant Operations Call Center](#) at 647-2059 to set up a work request for disconnections/reconnections.
- If any oversize or heavy items (e.g. freezer, centrifuge) are to be moved, contact the [Plant Operations Call Center](#) at 647-2059 to ensure that elevators can accommodate the item and that exterior and interior door sizes are adequate.
- Determine whether any accommodations need to be made for specialized or sensitive equipment such as laboratory equipment. Special packaging procedures may be required to keep instruments tuned and void of damage.
- If the project requires other services (such as painting newly exposed walls, prepping the new location with power and water source, or arranging interim storage), coordinate these services with all parties impacted to mitigate possible conflicts.
- If the move is occurring at a leased property, then the UM Real Estate Office must be contacted at 763-2302 in advance of making commitments for moving or other services related to the move.

Initiating the Project

- Review approved provider information.
- Establish contact with the provider(s) who appear capable of meeting your needs. Note: If other services are required of the move (e.g. disconnect plumbing via Plant Operations) it may

be prudent to determine availability for these other services before committing to move dates with provider(s).

- Once likely move dates are solidified, engage provider(s) in soliciting a quote for services. To avoid future scope conflicts, consider scheduling a walk-through with provider(s) before obtaining a quote. Also, the walk-through serves as a good vehicle to initiate communication (and instant feedback) about other considerations such as any special handling and packaging requirements, storage needs, as well as any hazards or obstacles to avoid.
- If estimated project cost is above \$25,000 or the approved providers cannot meet your needs, contact Procurement Services at 764-8212, option #1, or procurement.services@umich.edu for assistance.
- Before work begins it is best to include all expectations in writing and have a formal not-to-exceed acknowledgement from the provider.

Project Close-Out

- Verify work was completed appropriately by performing a project close-out inspection.
- Immediately contact the provider with the results of the inspection. If remedies are required, it is important that the results be presented in writing.
- Contact the Procurement Services moving contract administrator at 647-6026 if you do not get a satisfactory resolution from the provider in a timely manner (usually within ten days).