

Space Planning & Operations
University of Pennsylvania School of Medicine
Policy & Procedure: Move Job Scheduling
Revised: 12 May 2003

- Description:** Move services within the School of Medicine are scheduled by Space Planning & Operations with the intent of minimizing the need to hire outside vendors to provide support to School of Medicine faculty, staff and students. Move jobs that require relocation of entire offices or more than five large items (i.e. refrigerators, incubators, centrifuges, large tables, desks, etc.) require the services of an outside move company and should be scheduled with your Building Administrator.
- Purpose:** The purpose of this policy is to provide criteria and guidelines for scheduling move jobs through Space Planning & Operations. It is also to educate the School of Medicine community to the necessity of responsibly requesting and scheduling move services.
- Scope:** This policy applies to all School of Medicine faculty, staff and students occupying space within School of Medicine facilities.
Facilities governed by this policy include:
- | | |
|----------------------------|-----------------------------|
| Anatomy Chemistry Building | Johnson Pavilion |
| BRB II/III | John Morgan Building |
| Blockley Hall | Richards Building |
| Clinical Research Building | Stellar-Chance Laboratories |
| Cyclotron | Stemmler Hall |
| Goddard | |

Moves for School of Medicine faculty, staff and students to/from non-School of Medicine facilities (i.e. HUP, CHOP, Abramson Building, Rhoads Pavilion) are provided by University Facilities Services or external move companies.

A. Policy

1. Move services not defined within the scope of this policy may be provided based upon the nature of the move, availability of staff, and upon advisement of Space Planning & Operations.
2. Move services are provided to the School of Medicine community for the purpose of supporting small-scale project-related relocations or renovations that are not provided by outside moving companies. Medium- to large-scale moves should be performed by external companies. Move services are also provided upon request to assist with change in office situations and to dispose of and store office furniture, equipment, supplies, etc.
3. Individual move jobs are to be limited to five large items (i.e. refrigerators, incubators, centrifuges, large tables, desks, etc.); or a maximum of one hour. Smaller items (i.e. boxes, small tables and desks) may also be scheduled with the move of two large items. Please use the Move Form found on the SPO website, http://www.med.upenn.edu/spo/spo_forms.html. Moves involving more than five large items will be scheduled separately according to the number of items.

*PLEASE NOTE THAT THIS POLICY IS CURRENTLY UNDER REVISION. PLEASE REFER TO THE SPO WEBSITE
REGULARLY TO VIEW THE NEW POLICY WHEN IT BECOMES AVAILABLE.*

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4. Move jobs must be scheduled in writing through Space Planning & Operations, Special Events and Scheduling office three (3) days prior to the desired move date. In order to meet the high demand of move requests within the School of Medicine, it is imperative that move jobs are planned in advance by the end user, and/or coordinated through the Building Administrator, when necessary.
5. Move jobs will be scheduled on Tuesdays, Wednesdays and Fridays between 2:00 and 4:00 pm. Volume permitting, we plan to have all move jobs scheduled within two (2) days of receipt of request.
6. Emergency move requests in situations of crisis requiring an effort to prevent loss or damage will be performed promptly as part of Space Planning & Operations emergency response protocols. All other move requests must be scheduled in advance per this policy.
7. Items must be prepared, ready to be moved, and tagged upon arrival of Special Services Assistants, who will contact the end user an hour before they report to location. Other special requirements include:
 - Refrigerators/freezers must be empty.
 - Incubators or any items that contain water must be drained.
 - File cabinets and desks must be emptied. Boxes can be requested prior to move.
 - The space to which item is to be moved to must be cleared. If items to be cleared are to be moved by Special Services Assistants, they must also be listed on the move request.
8. Items left in corridors that have not been called in for pick-up will be tagged by Space Planning & Operations Building Administrators with a violation notice and moved by Special Services Assistants to trash or storage as indicated on notice.

B. Procedures

1. Requests must be submitted in writing to your Building Administrator, (http://www.med.upenn.edu/spo/spo_faqs.html#operations_building_administrators). Please use the Move Form available on the SPO website, http://www.med.upenn.edu/spo/spo_forms.html and submit by fax: 573-2237 or intra-mural mail: 233 Blockley Hall / 6069

INCOMPLETE REQUESTS WILL NOT BE PROCESSED.

2. Items listed on the request must be tagged (a copy of the Move Form can be taped to the item for easy identification) so in the instance where the end user is not present when the move is to take place, it is clear to the Special Services Assistants which item is to be moved.
3. Only items that are listed on the move request will be moved at the scheduled move time. Additional items must be scheduled on a separate request.
4. Upon receipt of request, Space Planning & Operations Special Events and Scheduling will confirm receipt and inform the requestor of the scheduled time for service.