

CAMPUS FURNITURE MOVING HELP SHEET

GENERAL GUIDELINES

- All moving requests are to be submitted via iService desk.
- This procedure does not change the campus process for surplus and scrap items.
- All moving requests will be given to contracted moving company to complete.
- Moving requests are typically grouped together to minimize trips to campus.
- Moving turn around goal with contracted moving company is typically **7-10 business days** from the date the work order is submitted.

TIPS FOR WRITING A SERVICE REQUEST

- Include the date by which you need the move completed – **please note the last bullet point under the “General Guidelines” section above.**
- Include the types of items being moved (desk, chair, etc)
- Include the number of each type of item being moved
- If desks are being moved please indicate, as best as possible, if the desk is a single desk, a system desk or an “L-shaped” or “U-shaped” desk. See photos below for assistance



L-Shaped Desk



System Desk



U-Shaped Desk



Single Desk

Major in you.

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