Facility Services Guide to Moving

Phone Contact Information

📞 For estimates and scheduling call 523-2535.
📞 For Document Shredding, call 523-2535.
📞 For General Services call 523-4227.
📞 To disconnect gas, air, water, electrical, etc. call 523-4227.
📞 For Surplus, call 523-4163.
📞 For Regulatory Compliance, call 523-7288.

Moving Rates:

*subject to change without notice*

- $29.24 hr. per mover (1/2 hour increments)
- $43.86 hr. per mover (1/2 hour increments, overtime)
  
  Overtime rates may apply to moves requested outside of normal operating hours (M-F, 7AM-4PM)
- $50.00 hr. forklift & operator
- $150.00 forklift rental per day (minimum)
- Boxes, if available, may be purchased for $2.25/ea.
  
  Re-usable boxes may be bought back at $2.00/ea.
  
  Boxes measure 13x13x17.5

Rental Rates:

- $3/day 6x3 plastic folding tables.
- $1/day padded folding chairs.
  
  Hourly rates may apply for delivery and pickup.

Moving Crew

NORTHERN ARIZONA UNIVERSITY
General Services

At Facility Services is your complete campus moving service. The information in this brochure is to help take some of the stress and anxiety out of your move. Please allow for 2 weeks lead time when scheduling your move. Having an inventoried list of items helps expedite our services to you.

Moving Crew is also responsible for a number of duties within operations (i.e. preventative maintenance, snow removal, etc.)

A tentatively scheduled move may be necessary to maintain our work with operations.

Please be advised that a contract moving company may be necessary to complete your move on time. Requesting departments are responsible for paying contractors.

Please review the services and suggestions we have compiled after doing campus moves for many years.

After reviewing the brochure, please call us for further information or to ask any questions. You can reach us at 523-2535.

Furniture

- Empty desks completely.
- Empty all open bookcases.
- Vertical file cabinets can be moved full, fifth drawer must be emptied (if existing).
- Lateral file cabinets must be emptied.
- Two-door storage cabinets must be emptied.
- Clearly label each item with new room number.

Computers, copiers, etc.

- You must disconnect your computer; we will physically move it.
- Check on your service agreement for copiers— that company may want to move their piece of equipment.
- Fax machines may have a service agreement also.
- We will move any of these items otherwise.

Boxes

- Boxes may be supplied for a fee.
- You may use your own boxes.
- Make sure the box is CLOSED.
- Do NOT use larger boxes (tissue, computer, etc.)
- Label each box clearly with new room number.

Equipment

- Empty all refrigerators and upright freezers.
- We do not disconnect gas, air, water, or electrical lines; call work control for help at 523-4227.

Other Services

- Moving large lab equipment (centrifuges, biosafety hoods, lab freezers, etc.)
- Forklift services
- Paper Shredding
- Table/Chair rental

Other items

- Make sure all surplus items are clearly marked and contact surplus properties ahead of time.
- Hourly rates will apply if Moving Crew is needed for Surplus Property moves.
- Make sure all refuse and recyclable items are marked and contact custodial services at 523-6565. Additional charges may apply.
- Make sure all hazardous waste or chemicals are handled properly; we do not move hazardous material. Contact Regulatory Compliance at 523-7288.
- Have layout maps of the new area posted on each door.

- Some equipment may require disassembly for clearance reasons; you may have to check your warranty.
- We will remove and install partition walls.* Carpenter services may be needed.