

# **Moving and Setting Up Equipment Procedures**

It is imperative that a properly completed work order is received by Support Services no later than 14 full working days prior to the date/time of the requested task to be accomplished (contract requirement). Incomplete work orders **WILL** be returned to the requesting department for the necessary information and **WILL NOT** be scheduled until all information is provided and the Work Order is received by Support Services.

## **THERE ARE FOUR (4) MAJOR TYPES OF SERVICE REQUESTS:**

**Note: All Work Order Requests MUST have blocks 1-9 filled-out, no matter the nature of the request. Requestors must ensure that all 7 copies of hand written Work Orders are clear and legible. It is suggested that Work Orders be type written if possible.**

### **1. EVENTS/SET-UPS OF EQUIPMENT (tables, chairs, stage/risers, podium, stanchions and easels)**

1. Contact persons name and phone #
2. Date of event
3. Location of event (Building & Room #)
4. Start time of event
5. Name of event
6. Date/time the event will conclude
7. List if items needed to be set-up
8. **DIAGRAM OF SET-UP** (attached to Work Order)
9. Location of the items to be set-up (ie. Supplied by Support Services, FH Music Room, etc)
10. Location where the items need to be returned
11. Date/time set-up can occur
12. Date/time equipment on the request can be picked for return up by Support Services
13. Statement that Facilities Reservations has approved the reservation and the space had been reserved for set-up

### **IF THE EVENT IS OUTSIDE THE FOLLOWING MUST ALSO BE INCLUDED:**

14. Rain/Inclement Weather location – Events scheduled to take place outside must have an inclement weather location coordinated and planned in case the event must be moved indoors due to bad weather or indicate that the event will be cancelled. Decisions to change the location to the inclement location must be **NO LATER THAN** twenty-four (24) hours prior to the event, or by 11 AM on Friday's for a weekend event. Cancellations of scheduled events are subject to a minimum charge fee due to scheduling of non-retractable labor commitments on the part of the Contractor.

**NOTE:** All requests for Support Services moves are scheduled on a first come first served basis upon receipt of the Work Order Form. The minimum time requirement for submitting a request to Support Services is fourteen (14) days prior to the scheduled event.

## **2. REQUEST TO REMOVE PROPERTY TO SURPLUS AND REQUEST TO DISPOSE OF PROPERTY**

Departments requesting equipment and/or furniture to be moved/relocated or disposal of from their department should provide the following information on the Work Order:

1. Contact persons name and phone #
2. Building and Room # to pick up from
3. Reason for removing from inventory
4. Quantity (How many items?)
5. Items complete description (color, size, etc.)
6. Statement of the condition of item and if it is operational (Excellent, Good, Fair, Poor, Does not work, Obsolete, Torn, Broken, etc.)
7. SU Tag # and/or serial #
8. Make and/or model
9. **And a clear statement that the departments want the item removed from their inventory to University Surplus.**

If the equipment is technology related, forward requests to the Information Technology department via word order or an IT service request. IT service request forms are available from the IT department by calling extension 36112.

If an inventory tag is still on the item, please **DO NOT** remove the tag, Support Services will remove this. Your account **MAY BE** subject to Landfill charges if the item is disposed of or is determined to be unusable/obsolete.

## **3. REQUEST OF SURPLUS PROPERTY FROM SUPPORT SERVICES**

Please feel free to visit the Support Services Building to view items that are in surplus or call ext. 36210 to see if we have what you need in surplus. All items are on a first come first serve basis. Once identified, please send a Work Order with all of the following information

1. Contact persons name and phone #
2. Quantity of items
3. Item description (color, size, etc.)
4. Condition of the item (Excellent, Good, Fair, etc.)
5. SU Tag # and/or serial #
6. Make and/or Model #
7. Indicated that it is being transferred from Surplus to **XX, Room #** (Building code and room #)

#### **4. GENERAL MOVES OF OFFICES OR ITEMS WITHIN YOUR OFFICE DEPARTMENT OR BUILDING AND LARGE MOVES OF OFFICES**

Departments needing the help of the Support Services to move equipment or furniture as in rearranging furniture or offices, moving boxes, etc. must send a Work Order request to Support Services to [www.salisbury.edu/physplant/supportserv/picoperations2.asp](http://www.salisbury.edu/physplant/supportserv/picoperations2.asp) in order to schedule this support. Please see our Website for more detailed instructions for these types of moves.

**NOTE:** All requests for Support Services moves are scheduled on a first come first served basis upon receipt of the Work Order Form. The minimum time requirement for submitting a request to Support Services is five (5) full workdays prior to the scheduled event/move. If a prior request has already been received and scheduled for the same time period then it may take more than five (5) days before the requested task will be accomplished.

EXAMPLE: A Work Order placed in the campus mail on Monday that does not arrive to Support Services until Tuesday at 2:00 PM. Support Services will **ATTEMPT** to schedule this request for completion no sooner than 2:00 PM the **following** Tuesday unless Support Services is already fully scheduled from a previous request(s). It will then be assigned for completion at the earliest date open.

**NOTE: Auxiliary, Grants, Foundation & Self funded Accounts will be charged for support**

#### **EQUIPMENT REQUESTED THROUGH SUPPORT SERVICES**

- # Folding Chairs
- # Folding Tables (Table Skirts are provided by Dining Services)
- # Risers (Dimensions of risers) # Stanchions (Colors of each)(15-white, 15-red, 15-gold)
- # Stanchion Tack Boards (Used to hang posters from)
- # Lecterns (Table Top/Free Standing)
- # Aluminum Folding Easels (Easel Pads MUST be ordered from Support Services at the departments expense on a separate Supply/Work Order) (No Markers Supplied)
- # SU Black Captains Chairs (If applicable)
- # Rolling White Double Sided Marker Boards (2 available for temporary use only, i.e., not longer than 24 working hours)

#### **SCHEDULING OF FACILITIES**

Requesting departments are solely and directly responsible to schedule designated rooms or facilities they wish to use thru the Office of Facilities Reservations

<http://www.salisbury.edu/admin/reserve/>.

If Guerrieri University Center is the site or listed as your rain location, all room set-up are coordinated by the day building manager at ext. 66786 or e-mail [dm1@salisbury.edu](mailto:dm1@salisbury.edu). Also, Commons Building set-ups are coordinated by Judy Twilley at ext. 36173. Exception: Round tables are delivered to CB by Support Services, so these requests are to be sent to Support Services and Judy Twilley must know that arrangements have been made with Support Services by the requesting department.

#### **Maggs Center Main Gym Setups:**

When using this space, a floor tarp must be put down before the set-up can occur. There will be a charge of \$150.00 associated with the set up and breakdown of this space.

Support Services is located at 119 Bateman St, phone 36210, fax 89186, e-mail [CENTRAL@salisbury.edu](mailto:CENTRAL@salisbury.edu). For more detailed instructions and updates, please visit the Website [www.salisbury.edu/physplant/supportserv/picoperations2.asp](http://www.salisbury.edu/physplant/supportserv/picoperations2.asp) . Hours of operation are 7:00 AM to 5:00 PM, (Summer hours 7:00 AM to 4:30 PM). All times are Monday thru Friday, holidays and weekends excluded.

Your understanding and assistance is greatly appreciated in this matter. For questions or comments please contact **Elaine Allnutt** at ext. 36506 or e-mail [EPALLNUTT@SALISBURY.EDU](mailto:EPALLNUTT@SALISBURY.EDU).

*NOTE: Student Organizations are to have the Advisor Sign the Work Order in Block # 5.*