

Staging Services

Moving Services	Non-Billable (scheduled M-F, 8am-4:30p)	Billable
Furniture moves (drawers and files must be emptied by customer prior to move date)	X	
Lab Equipment moves (equipment must be inspected and approved for move by EHSO prior to service date)	X	
Moves for Auxiliary Units		X
Boxed items too heavy for departmental staff	X	
Moves scheduled outside regular hours M-F, 8a-4:30p		X
Moved scheduled on weekends or holidays		X
Photocopied materials	X	
Large moves involving entire Staging staff		X
Moves in conjunction with project renovations		X
Moves by outside contracted firms		X
Items moved to/from on-campus storage areas		X
Requests received less than 48 hours or 2 business days of work to be done		X
Rearranging/sorting/maintaining on-campus storage areas		X