

MOVING FURNITURE, EQUIPMENT AND BOXES

SUMMARY

This procedure explains how to obtain assistance when furniture or equipment must be relocated.

PROCEDURE

1. Complete a Property Action Form (PAF) (Form 160.01-30), with a full description of the property in question, to initiate a request to move County furniture or equipment between offices, floors, and buildings, and/or equipment designated for surplus disposal by the Internal Services Department (ISD).
2. To initiate the request for the Surplus Property Unit, submit the completed form to the ISD Surplus Property Unit via interoffice mail, facsimile (305) 820-8544, or contact staff at 305-556-8106. The form should specify whether the request is to pick up excess or surplus property for delivery to the disposal depot or to arrange for departmental transport to another location.
3. A representative from the Surplus Property Unit will email or call the Point of Contact (POC) listed on the form to make an appointment, as necessary, to survey the property and to provide the department with disposition instructions. The representative will assess the property to be moved and the location(s) involved in order to properly estimate the labor and equipment required. Following the appointment, the representative will schedule a date and time with the POC to complete the move.
4. If the move requires extensive resources beyond the capabilities of the Surplus Property Unit, the department will be advised to contact its Procurement Liaison to access the services of a commercial mover, utilizing the Countywide moving contract.

CONTACT(S):

Department/Division

Internal Services Department, Materials Management

Internal Services Department, Procurement Management Services Division