



Special Activities /Movers Division Physical Plant Department

Phone: 277-7246 Fax: 277-1286

Website: [PPD Special Activities/Movers](#)

Email: JRegensberg@unm.edu

The Physical Plant Department (PPD) Movers are available to assist UNM departments with on-campus office moves. Moves should be scheduled a minimum of two weeks ahead of time but preferably one month in advance. Main Campus I&G funded departments are not charged for labor or truck rental for on-campus moves. Auxiliary departments will be charged per the [PPD Equipment and Shop Rates](#). Please call for a quote.

~ Moving Support Checklist ~

1. Plan early.

2. Appoint a move coordinator to your department.

- The move coordinator will be our primary point of contact during the move for questions and concerns. Please provide us with an appropriate office or cell phone number for this person.

3. Who to contact:

- To schedule a move and to request boxes (prior to your move), please submit a service request on the iService Desk [website](#) or contact Work Control at 277-1600. Please include your index number and any important details about your move on your work order. We ask that requests are made as far in advance as possible but preferably two weeks to one month in advance. Moves are scheduled on a first come, first served basis. If you have any questions, you may contact the Special Activities Movers at 277-7246.

~ Additional UNM Moving Contacts ~

- **Alarm Services, 277-1140** [Website](#)
 - Can assist with resetting card access for electronic door entry.
- **Information Technology (IT) Service Desk, 277-5757** [Website](#)
 - Can assist in moving telephone lines & equipment.
- **PPD Lock Shop, 277-1061** [Website](#)
 - Can assist with lock changes, desk and door keys.
- **PPD Grounds & Landscaping Division, 277-1600** [Website](#)
 - Can assist with scheduling special trash pick-up.
- **Recycling Department, 277-1681** [Website](#)
 - Can assist with scheduling special recycling pick-up.
- **Surplus Property, 277-2923** [Website](#)
 - Can assist with the removal of surplus property.

Moving Supplies: The Special Activities/Movers Division offers supplies to assist you and your department with your move. For all requests, please submit a service request to the Special Activities department via the iService Desk [website](#); please be sure to include an index code for charges.

- Moving Boxes Collapsed moving boxes (15" x 12" x 10") can be provided free for use up to (60) days if returned in undamaged and reusable condition. Please do not write on the boxes. Unreturned and damaged boxes will be billed at \$1.75 per box.
- Packing Tape \$6.60 per roll.
Heavy-Duty packing tape, clear 1.88" x 54.6 yards
Includes tape dispenser.
- Packing Labels \$1.25 per sheet of (8) labels
Self-adhesive white labels, 2 1/3" x 3 3/8"

4. Prior to moving day.



Pack your boxes.



Close each box securely by taping or tying shut. Always pack boxes so they can be stacked; pack them level or below the top of the box.



Mark each box with a label, indicating name, destination, and room number. Please do not write on the boxes if you will be returning them.

Note: PPD personnel will not pack items/boxes to be moved.



Clear-off & clean-out office furniture. Empty ALL desks, shelves, bookcases and filing cabinets of their contents; contents must be boxed and identified separately. The movers will not move furniture with its contents still inside, as furniture will be damaged if moved full.



Label office furniture. Mark office furniture such as chairs, desks, files, bookcases, etc. with labels indicating name, destination, and room number.

Note: The PPD Movers will not move electronic equipment. This includes but is not limited to; computers, printers, monitors, servers, copy machines, etc. as we cannot and will not be held liable for damages.



Dismantle large furniture. Any furniture that is built in, or is too large to fit through the door or in the elevator should be dismantled prior to moving day. If you need help with dismantling, please note in your work order and speak directly with Special Activities so that we can arrange for the work to be completed. Additional charges may apply.



Any personal items within an office (i.e. paintings, wall rugs, stereos, etc.) should be moved by the office owner and not the movers. As the SA Movers are not responsible for damages.

☐ Department personnel planning to be absent during the move must have all items packed, identified, and ready to move prior to their absence.

☐ The move coordinator should notify all faculty and staff of the guidelines and ensure that everyone is packed and ready on moving day.

5. Moving day

The move coordinator will be the contact person and will work with the movers to organize the order of the move. The move coordinator should arrange for each office to be moved completely before going to the next one.

6. After the move

When everything has been unpacked and the boxes have been collapsed, the move coordinator can call or email Special Activities to schedule a pick-up of the moving boxes. Boxes shall be returned within (60) days of receiving. If not, the department will be charged \$1.75 for each unreturned or damaged box.

7. Loss and Damage

Moving is a service of the Physical Plant Department. The Physical Plant movers take great pride in their ability to move your furniture and office materials safely and efficiently. However, sometimes accidents do occur. We take precautions to protect your belongings but cannot be held liable for any loss or damages. UNM and the various departments are self insured through the Risk Management Department, not through the Physical Plant Department.

If damages do occur, the department can contact Michael Tuttle at Safety and Risk Services (SRS) at 277-9791 or via email at mtuttle@unm.edu for information.