

MOVING GUIDE: Office - Department

The following guide provides information to assist individuals and/or departments with office or department moves on campus. This guide is NOT applicable to laboratories.

CATEGORIES

1. SPACE

Departments needing additional or new university space must complete the Space Request Form and return it to space@louisville.edu to initiate the space request process. Requests to lease non-university space are facilitated by Leasing Administration in the University Planning Design & Construction (UPDC) office. The UPDC office maintains the Archi bus space management system and space moves including occupancy, room type, etc. need to be updated once a move is complete.

- **Space Request Form:** UPDC: <https://louisville.edu/updc/forms/SpaceRequestForm.pdf>
- **Leasing Space Request Form:** UPDC: <https://louisville.edu/updc/leases>
- **Archibus Update:** UPDC: space@louisville.edu

2. TECHNOLOGY

Changes to technology (phones, ethernet port, wifi etc) need to be managed through the Information Technology work order system. Changes associated with a copier need to be managed through Canon.

- **IT Phones:** <https://louisville.edu/its/report-request/phones>
- **IT Ethernet - Wifi:** <https://louisville.edu/its/report-request/network>
- **Canon Copier:** To get a new copier or move an existing copier you must schedule through Canon Print & Mail Services: email ulprint@louisville.edu

3. BUILDING - ROOM ACCESS

The Physical Plant Lockshop maintains the campus master key systems, installs and repairs locks and key systems, changes locks and supplies keys. Services must be requested through their work order system. Keys must be returned to Physical Plant Work Control office when no longer needed. The University Police are responsible for key card access and controls for university buildings and work in coordination with Physical Plant for installation.

- **Keys & Lock (Change):** Lockshop: <https://louisville.edu/physicalplant/forms/key-request>
- **Lock & Key System (Installation):** Lockshop: <https://louisville.edu/physicalplant/forms/chargeable-service-request>
- **Lock & Key System (Repair):** Lockshop: <https://louisville.edu/physicalplant/forms/non-chargeable-service-request>
- **Keys (Return):** Physical Plant-Work Control: Room 125H in Service Complex Building (Belknap) & Room 016 in Instructional B Building (HSC & ShelbyHurst)
- **Key Card (Request Access):** University Police: <https://louisville.edu/police/forms/authorization-for-electronic-access-form> Questions email dpsacces@louisville.edu

4. SURPLUS

The University operates a Surplus Warehouse where university faculty and staff can send unwanted furniture and supplies for redistribution across the University.

Surplus Warehouse

1901 S Floyd St-Belknap Campus)

Hours: Wednesday only from 7:30 am – 3:30 pm (closed noon to 1:00 pm).

Frequently Asked Questions: <https://louisville.edu/surplus/faqs/faqs/#q1>

Sending items to surplus is free and items can be dropped off at the warehouse or a request to remove items can be submitted through the Surplus' Property Transfer process. Items selected for reuse from surplus can be taken free of charge or if the item(s) need to be delivered a chargeable request must be submitted through Physical Plant.

- **Surplus (To):** Surplus Property Transfer: <https://louisville.edu/surplus/forms/tranund>
- **Surplus (From):** Physical Plant: <https://louisville.edu/physicalplant/forms/chargeable-service-request>

5. ASSET MANAGEMENT

Changes to inventory on the asset management list (new location, sent to surplus, etc) much be submitted to Inventory Control. In addition, all property valued more than \$1,000 received by a department that has not previously been tagged needs to be documented through the online form.

- **Asset (Changes):** Inventory Control: <https://louisville.edu/surplus/forms/tranover>
- **Asset (New Item >\$1,000):** Inventory Control: https://louisville.edu/surplus/forms/Procard_purchases

6. FURNITURE

Requests to move a full or partial office should be managed through the Procurement office online request form. If only a desk or few items need to be moved, Physical Plant will manage the move through their chargeable work order system. New furniture purchases should be managed through UPDC office using approved university vendors and contracts.

- **Move Furniture (Full or Partial):** Procurement: <https://louisville.edu/purchasing/policies/forms/office-lab-move-form>
- **Move Furniture (Desk or Few Items):** Physical Plant: <https://louisville.edu/physicalplant/forms/chargeable-service-request>
- **New Furniture (Purchases):** UPDC: 852-6176 or updc@louisville.edu

7. MOVING SUPPLIES

Archive boxes can be obtained from University Stockroom, and moving supplies can be obtained from a university approved vendor (e.g. Staples) or above contracted moving company.

- **Stockroom:** <https://louisville.edu/stockroom/forms/stockreqform/>

8. STORAGE

The University generally does not have storage space available to temporarily stage furniture or items until a new space is available. Storage space may be available for a fee from an above contracted moving company.

9. REFUSE - RECYCLING

Requests for additional refuse or recycling cans; as well as requests for pickups, can be made through the Physical Plant work order system. The disposal of confidential materials through shredding can also be managed through the University's shredding services contractor.

- **Refuse – Recycling (Extra Cans):** Physical Plant: <https://louisville.edu/physicalplant/forms/non-chargeable-service-request>
- **Refuse – Recycling (Pickup):** Physical Plant: <https://louisville.edu/physicalplant/forms/non-chargeable-service-request>
- **Shredding (Pickup):** Procurement: <https://louisville.edu/purchasing/contracts/contracts-sorted-by-vendor> Search Shredding Services Vendor.

10. CUSTODIAL SERVICES

Physical Plant provides routine custodial services for university spaces as a non-chargeable service. Non-routine services may also be requested through their work order system.

- **Custodial:** Physical Plant: <https://louisville.edu/physicalplant/forms/custodial-service-request>

11. RENOVATION - MAINTENANCE

Physical Plant and the UPDC offices can provide various renovation and maintenance services through their respective work order systems.

- **Renovation Design Services:** UPDC: <https://louisville.edu/updc/forms/request-for-space-renovation-and-or-equipment>
- **Renovation – Maintenance Services:** A list of Physical Plant Services: <https://louisville.edu/physicalplant/>
 - Estimates can be obtained by completing the Request for Estimates Form: <https://louisville.edu/physicalplant/forms/request-for-estimates>
 - Renovation work which includes a change of existing space should be requested as a Chargeable Service Request: <https://louisville.edu/physicalplant/forms/chargeable-service-request>
 - Maintenance work which includes repairs should be requested as Non-chargeable Service Request: <https://louisville.edu/physicalplant/forms/non-chargeable-service-request>
 - Questions can be directed to Physical Plant via email (phyplant@louisville.edu) or phone: Belknap/ShelbyHurst 502.852.6241 or HSC 502.852.5695. Website: <https://louisville.edu/physicalplant/>

12. SIGNAGE

The University maintains a standard interior and exterior signage program facilitated by UPDC in consultation with the Office of Communication & Marketing.

- **Signage Requests:** UPDC: 852-6176 or updc@louisville.edu

13. MAIL

On campus mail services are provided by Canon Print & Mail Services & requests to change campus mail delivery must be made by email to Canon. If departments receive a direct delivery from vendors or outside companies, they should notify those business of the change in address.

- **Campus Mail Delivery Change:** Canon Print & Mail Services: ulprint@louisville.edu Please note if this change is temporary or permanent and list department and employees impacted.

14. SPECIALTY

The University's Hite Institute of Art & Design loans student artwork to university entities for display in university spaces. Items can be requested and returned through the Department of Fine Arts. University spaces are routinely sprayed for bugs but a request for non-routine services can be submitted through Physical Plant's work order system.

- **Hite Institute Art Loan:** Fine Arts: Room 104 Schneider Hall. 852.6794. hite@louisville.edu
- **Pest Control:** Physical Plant: <https://louisville.edu/physicalplant/services/general-1>