

UW Tower Moving Procedures

General

The moving contractor will perform all services required to move the furniture contents, office machines, records, and supplies. These services will include pick-up, delivery, and placement of the equipment to the designated location on the appropriate floor in the building. Freight or furniture may not be hauled on passenger elevators without permission from UW Tower Facilities.

Temporary staging of furniture and/or equipment in public areas is not permitted. Only furniture that can be put in place at the time of the move-in should be brought to the site.

Floor and Wall Protection

The moving contractor must at all times protect and preserve all materials, supplies, and equipment. All reasonable requests to enclose or specially protect such property will be complied with.

1. Use the heavy blankets and/or furniture pads to wrap your furniture and protect it from bumping and scratching.
2. Masonite floor protection must be used on all floor surfaces when required by UW Tower Facilities.
3. Materials transported in elevators must not exceed weight restrictions.
4. Large, high-density items, such as safes, require special handling to ensure building and elevator floor loading limits are not exceeded. UW Tower Facilities must be notified at least one week in advance before a tenant move that includes this type of equipment.

Supervision, Labor, Materials, and Equipment

The moving contractor will furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the service contemplated in an orderly, timely, and efficient manner. Such equipment includes, among other things, dollies, trucks, etc. as may be required. All materials and handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease, dirt or other materials that can soil and damage the flooring. Masonite floor covering material, provided by the mover, must be laid down to protect finished floors or carpeting and corridor walls prior to moving any material and then removed at the completion of the move.

Crating, Padding, and Packing Material

The moving contractor will take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover at the end of each day. They may not be left overnight. The moving contractor must also furnish, install, and remove protective materials wherever necessary to protect the building from damage.

Clean-up After Move

The moving contractor must remove all Masonite, padding, and other trash after the move and ensure that no empty boxes are left behind. All areas are to be broom cleaned at the end of each workday. Caution must be exercised so debris does not drop in the elevator shafts. UW Tower Facilities staff will remove any leftover material and a charge will be made to the tenant for the post-move cleaning.