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 Parent Policy: [Supply of Goods and Services Policy](#)

Moving and Warehouse Services Procedure

Office of Administrative Responsibility:	Supply Management Services (Logistics)
Approver:	Associate Vice-President (Finance and Supply Management Services)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	SMS Dispatcher 780-492-4122 dispatcher@ualberta.ca
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Overview

Distribution Services provides moving and storage services, on a cost recovery basis, to the University community.

Distribution Services is responsible for organizing the **internal and external moving** of office and lab equipment and furniture and miscellaneous items on and between campuses. Distribution Services works directly with departments to organize their moving requirements, provide time frames to complete the work, organize internal movers or external moving companies, and processes all charges related to the project.

Distribution Services operates a central facility for the **short term and long term storage** of items purchased by departments, faculties and units, and to provide a holding space during renovations. This facility is available on a first come, first served basis.

Purpose

To provide a central moving service to ensure that moving expertise, quality, pricing, timing and productivity requirements are met.

PROCEDURE

1. MOVING SERVICES

Moving services are provided on a cost recovery basis, charged on an hourly rate. For current rates, moving instructions, supplies price list and further information, see: [SMS Distribution Services - Logistic Services Web Page](#).

To arrange for moving services:

- a. Email the dispatcher, at least five (5) working days in advance of the move, at: dispatcher@ualberta.ca. Provide the dispatcher with the following information:

- i. speed code and account number;
 - ii. the date by which the move needs to be completed;
 - iii. whether the move is internal (within the building) or external (from one building to another);
 - iv. estimated time to complete the move;
 - v. room number(s) and building locations; and
 - vi. department name and contact person.
- b. If required in advance, request an estimate of the moving costs. Estimates are generally provided only for those moves expected to take longer than one day to complete.
- c. External movers will be arranged on behalf of the unit when specialized equipment needs to be moved, if the move is large, or if time frames cannot be met internally. The unit is responsible for all costs associated with the external mover.

2. WAREHOUSE SERVICES

A storage facility is available for short and long term storage at a minimal cost based on square feet (subject to change), billed on a monthly basis. For further details on services, and current storage rates, see: [SMS Distribution Services - Warehouse Services Web Page](#).

- a. To place items in storage:
- i. Complete a *Storage Request Form* (available on the SMS Distribution Services – Logistic Services Web Page) and send to Warehouse Services, Materials Management Building, via campus mail, or email to smswareh@ualberta.ca.

- Chemicals and poisonous items must be properly labeled and declared, as per the form.
 - ii. Contact the dispatcher when the items are ready for pickup, at 492-4122. Provide the department name, location of the storage items, contact person, description of goods, and speed code and account number. A date will be provided on which the items will be collected.
 - iii. The items will be taken to the central facility. Warehouse Services will email a storage identification number back to the contact person confirming the location within the facility.
 - iv. Food and other perishables are not eligible for storage.
- b. To retrieve or check items from storage:
- i. Contact Warehouse Services at smswareh@ualberta.ca, at least 2 days in advance, and provide the storage identification number(s), a description of the goods required, a delivery location, contact name and the date by which the item(s) are required.
 - ii. Warehouse Services will confirm the delivery date and approximate time of delivery. There is a delivery charge for storage items – normal delivery charges apply.
 - iii. Goods can be accessed, by appointment, from 8 am – 4 pm each business day. Contact Warehouse Services to make an appointment.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲ Top](#)]

Internal moving	When items are moved from one location to another in the same building. This can be from floor to floor, or from one office to another on the same floor.
External moving	When items are moved from one building to another.
Short term storage	Temporary storage required while a facility is completed/renovated or while a department, faculty or unit prepares for the arrival of the equipment or supplies.
Long term storage	Storage that exceeds six months in length.

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Storage Request Form](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Supply Management Services - Distribution Services](#) (University of Alberta)