

Moves are considered to be;

- Office furniture, (desks, chairs, filing cabinets, computers ect), moved from one office location to another or moved in or out of Excess/FreeStock .
- Equipment, including mechanical, vacuum ect moving to or from excess/storage.
- Other moves might include;
 - Computer Center configured PC's being delivered to office locations.
 - Items for pick up and delivery to Shipping/Receiving
 - Small items, such as test equipment or electronic gear, weighing <50lbs, that can be moved as part of the daily delivery process.

Moves not considered as part of Logistics and Property;

- Machine critical components or equipment moving in or out of the Physics Halls, Accelerator or FEL
- Electronic /mechanical equipment moving from location to location in support of the Physics, Engineering, Accelerator divisions
- Large items such as machine critical equipment that weigh more than 50 lbs and/or require a flat bed truck or rigging experience.

All Furniture moves will be reviewed and approved by Facilities Management.

A [Facilities work order](#) must be submitted to initiate a move.