

Moving Options

Basic Moving Services:

- Customer submits a service requests for basic moving of furniture, boxes, etc. via www.Miami.edu/sro Facilities Work Control will generate a Work Order to ABM, and once move/services are complete, ABM will charge time for service and close work order.
- Payment: Seamless to customer – no invoices or purchase orders needed. Charge of \$33/hr. per mover will hit customer account through Work Order.
Note: ABM does not disassemble or assemble any type of furniture. ABM only handles basic office moves.

Disassembly and/or Reassembly of furniture and Moving Services:

- **Option 1: (RECOMMENDED OPTION – University of Miami Medical Moving Services)**
 - Step 1: Customer submits a Medical Campus work order at https://uhealth-isd.webtma.net/fac/request_fac.html or 305-243-6375.
 - Step 2: Customer provides requisition number to: Shazada Hosein at SHosein@med.miami.edu.
 - Step 3: Customer will coordinate directly with Medical moving to either attain quote and/or confirm moving needs. Shazada Hosein (O) 305-243-6148 (C) 305-905-2287.
 - Payment: Seamless to customer – no invoices or purchase orders needed. Charge of \$32/hr. per mover will hit customer account through Work Order.
Note: Two weeks minimum notice for scheduling moves – anything before that constitutes an emergency.
- **Option 2: (Service by One Vendor)**
 - Customer contacts Furniture Systems Plus (FSP) for disassembly and/or reassembly of the furniture, in addition to moving needs to your new location and will need to provide a purchase order.
 - Payment: Customer requests invoice from FSP and generate a purchase order to process service charges.
Note: No work order is necessary since customer will manage directly with FSP.
- **Option 3: (Service provided by two vendors – FSP (disassembly and/or reassembly of the furniture) & ABM (moving services))**
 - Step 1: Customer contacts FSP (Furniture Systems Plus) for disassembly of furniture provides Purchase Order.
 - Step 2: Customer places a service request generated to ABM to move disassembled furniture to new location. ABM will charge time for moving service and close work order (charge rate of \$33/hr. per mover).
 - Step 3: Customer contacts FSP to assemble furniture in the new location.
 - Payment: Customer requests invoice from FSP for the disassemble/assemble charges only, and generate a purchase order to process payment.