Moving Options

**Basic Moving Services:**
- Customer submits a service request 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 dissembled 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 dissemble/assemble charges only, and generate a purchase order to process payment.