



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective September 21, 2005, Revised June 23, 2015
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.027
(Formerly labeled FDO 3.117 under B&G)

Subject: Moving Services Information

Purpose and Scope: Provide customers with information to ensure a smooth move.

Policy: To follow the established steps below in order to provide excellent customer service with a minimum of errors and maximum quality/productivity.

Procedures: When Work Control receives a request for an office move from a customer, a copy of the Moving Procedures Handout will be e-mailed to the customer as soon as the request has been received and accepted. Work Control will email copy of work order to Space Manager.

Developed by: Facilities Management

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