

IN-HOUSE MOVING SERVICES

With the continuous growth of VUMC, It has been recognized that a need exists for a single point of contact for in-house moving within VUMC. This centralization will allow departments to make one call to request moving services. Services will be provided based on direct charges at \$22.00 per man-hour, with no minimum. (If outside resources are needed see below).

All requests, for in house moves should be sent to VUMC Storage and Service utilizing the attached form. If the request requires disassembly, prior to moving, VUMC Storage and Service will have the request entered into the work order system and coordinate as required. The appropriate trade(s) will disassemble, VUMC Storage and Service will provide the move and the appropriate trade(s) will reassemble. The number for VUMC Storage and Service is 6-4626. The fax number is 6-4625.

Some in-house moves may exceed the efforts of VUMC Storage and Service. In these instances the requesting department can call Rhonda Harrington at Graebel Tennessee Movers in LaVergne, Tennessee, telephone 793-4600. Graebel's expense is \$69.00 an hour with a (3) three-hour minimum. The requesting department through the Vanderbilt Purchase Order system will pay the expense of this move. Graebel Tennessee Movers, is an authorized vendor for Vanderbilt University.

Thank you,

Roland Brunhoeber
Assistant Director
VUMC Plant Services
2-6195