

UAM OPERATING PROCEDURE 728.1  
RE: Equipment Moves and Set-ups  
Utilizing Physical Plant

April 12, 2002

Revised: July 1, 2011

The following procedure is to be followed when the Physical Plant's assistance is requested to move equipment or set-up equipment for a campus group or department.

1. The sponsoring faculty member or department will make the request via the work order
  
2. Properly completed and approved work orders must be received by Physical Plant Administration at least one week prior to the event.
  
3. The following information must be clearly identified on the work order:
  - (a) The specific University-sponsored event for which the set-up is needed;
  - (b) Name of university contact person; and
  - (c) Justification for utilizing Physical Plant employees for set-up or move.
  
4. The Director of Physical Plant will review the request for propriety as a University-sponsored event, and when appropriate, will schedule personnel to complete the work order.
  
5. If the Director of the Physical Plant determines that the event is not a University-sponsored event or the Physical Plant is unable to complete the work order, the work order will be returned promptly with an explanation. This will allow the sponsoring department or individual ample time to make alternative arrangements.
  
6. Work orders not received by the Physical Plant at least one week prior to the event are subject to not being completed.