



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 63.06, **Moving and Delivery Services**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to define the moving and delivery services available to departments within TTUHSC El Paso.

REVIEW: This HSCEP OP will be reviewed on September 1 of each even-numbered year (ENY) by the Director of General Services or designee, the Director of Facilities Support Services (FSS) or designee, with recommendations for revisions submitted to the Chief Financial Officer or designee by September 15.

POLICY/PROCEDURE:

1. **Delivery Services.** The General Service Department will deliver the following at no cost:
 - (1) Mail: regular, overnight and certified.
 - (2) Delivery of merchandise purchased from outside sources to include medical, office, and laboratory supplies.
 - (3) Delivery of mail within campus and all outlying clinics.
 - (4) Pickup of mail, dry ice and laboratory results from outside sources.
 - (5) Transport of willed/donated bodies to the Willed Body Program.

2. **Moving Services.** Moving Services are provided as follows by Facilities Support Services and charges apply:
 - (1) Moving and setup involving one or more offices within TTUHSC El Paso Buildings
 - (2) All equipment, material, and/or supplies.
 - (3) Furniture purchased from any outside source.
 - (4) Surplus property transferred by interagency transfer or property transferred between departments.
 - (5) Pickup of equipment, material, and/or furniture transferred to surplus property and which intend to be stored in the warehouse.

Charges for the above Moving Services will be assessed at \$20.00 an hour per employee after the FSS receives a work order request through FSS TMA system and is accepted and scheduled by FSS. The overtime rate of \$30.00 an hour per employee will be assessed for requests for work outside normal business hours. Scheduling is at the discretion of Facilities Support Services and will be communicated to the submitting department once scheduled.

For assistance, call FSS at 915-215-4335 or 915-215-4511.