



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 Operating Policy and Procedure (HSCEP OP) is to define the moving and delivery services available to departments within Texas Tech University Health Sciences Center 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, 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, to the Medical Center and all outlying clinics.
 - (4) Pickup of mail, dry ice and laboratory results from outside sources.
 - (5) Transport of willed/donated bodies to the Anatomy Laboratory.

2. **Moving Services.** Moving Services are provided as follows by Facilities, Operations, Maintenance (FO&M) and charges apply:
 - (1) Moving and setup involving one or more offices within the HSCEP Building and the Medical Center.
 - (2) Laboratory equipment and supplies.
 - (3) Equipment and furniture purchased from any outside source.
 - (4) Surplus property transferred by interagency transfer or property transferred between departments.
 - (5) Pickup of equipment and furniture transferred to surplus property and stored in the warehouse.

Charges for the above Moving Services will be assessed at \$20.00 an hour per employee after the FO&M department receives a work order request through FO&M's TMA system by an authorized employee. The overtime rate of \$30.00 an hour per employee will be assessed for requests for work outside normal business hours

For assistance, call FO&M at 915-215-4491 or 915-215-4497.