

CMU Moving Tote Guidelines

www.purchasing.cmich.edu

989.774.3917

General Information

1. All Moving Totes (Tyga Box Systems) are owned by CMU Moving and are lent to other CMU departments as required for their moving projects.
2. All Moving Tote Kits are to be returned to CMU Moving as soon as possible after your moving project is completed. The return of all equipment is expected within 14 days after your move date. Rental Charges will result if equipment is not returned on a timely basis. See below**.
3. All Moving Tote Kits are to be returned to CMU Moving in clean, reasonable, working condition. If equipment is broken, missing or not returned, equipment replacement charges will result. See below***.

How do I Request Totes for a Move?

Totes are requested by filling out a Moving Request form at www.purchasing.cmich.edu. The number of totes required for your move can vary greatly. A typical 5 drawer standard file cabinet can be packed in one Moving Tote Kit. For help calculating the required number of "Moving Tote Kits" for your project contact our office at 989.774.3917.

How do I Return Totes once a Move is complete?

Specifying a return date for the pickup of totes from your location is easily accomplished when you submit your initial Moving request. The Moving Request form includes both a date for delivery of totes prior to the move and a date for the pickup of the totes once the move is complete. Pre-planning is essential for any successful move. Communicate with staff in your department so that coordination of schedules can be achieved. Unpacking can be a challenge, but it is vital to the overall success of your move.

Rental Charges

Weekly rental rates will apply if tote kits are not returned promptly. Once your move is complete you will have up to 14 days to unpack. Rental charges will start on the 15th day past your move date. These rental charges will be billed to the cost center specified in the original submitted Moving Request.

Each Moving Tote Kit includes:

Totes	5 each
File Rails	10 each
Four Wheel Dolly	1 each

All parts of a moving tote kit must be returned to avoid charges.

** The Rental rate for each Tote Kit is **\$20.00 per week, for each week** that the equipment remains in your possession. Totes must be empty, clean, and in an accessible area for pick up to avoid rental charges.

Equipment Replacement Charges

*** The following equipment replacement charges will be applied if equipment is not returned or broken. The charges will be billed to the cost center specified in the original submitted Moving Request.

Tote	\$65.00 each
File Rail	\$5.00 each
Four Wheel Dolly	\$75.00 each
Tote Cleaning	\$5.00 each