

# Office Moving Glossary

**1. Additional Insured**

An endorsement by the mover's insurance company that adds additional parties to the mover's insurance. This is frequently required by the management of a building to cover the building against loss during a move initiated by the mover.

**2. Blue Tape**

Blue tape is low adhesive painter's tape. Movers use this, tape to adhere wall and corner protection. This tape has the least potential for damage when the tape is removed.

**3. Bobtail Vans**

Bobtails vans are larger than pack vans and smaller than Tractor-Trailers. They are useful because they are easier to maneuver around most office buildings.

**4. Book Cart**

These carts (dimensions 50 x 22 x 48) are used to move mainly libraries and open file areas. Each cart has six shelves and is capable of holding 24 lineal feet of shelving space.

**5. Dedicated Elevator(s)**

When building management gives the mover exclusive use of one or more elevators during the move. This concession on the part of the building could save you a lot of time and money. Dedicated elevators are required in order for the mover to provide accurate estimates.

**6. Dedicated Entrance**

When building management gives the mover exclusive use of an entrance during the move. This concession on the part of the building could save you a lot of time and money.

**7. DOT - Department Of Transportation**

The United States Department Of Transportation is the agency charged with regulating the trucking industry for safety on the highways.

**8. DVP - Depreciated Value Protection**

A term used for the increase of a mover's (Carrier's) liability when increased to the actual cash value of the goods being moved. You use cost of items less depreciation to get the current value.

**9. Elevator Protection**

Consists of various materials including pads, Masonite and cardboard. Materials are used to protect the inside cab of an elevator in use for the move. Freight elevators typically do not require protection. In many cases the building management provides elevator protection.

**13. Estimate**

A general term used for one of the following methods of pricing.

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- c. Time and Materials - An agreement between the customer and **the mover** to perform requested services at the rates outlined in the estimate. This estimate is no more than an idea of what may be the charges for the services.

## 14. Floor Plan

Floor plans are a necessary tool when planning a move. For moving purposes, the floor plan is a map of the new space and should be posted in clear view so that the movers can refer to it for the proper placement of furniture and office contents. The floor plan should clearly show the associated move number of each office, workstation and common work area in the new space.

## 15. Foreman

Each crew is assigned a leader. It is usually the driver of the van, but in many situations it is the most experienced member of the crew. That individual is the customer's point of contact if no Project Manager or Supervisor is assigned to this order. In fact this is the most common case.

## 16. Four Wheel Dolly

Usually a strong wooden frame, mounted on four large rubber casters at the corners. Most often at least the end and top are padded. This unit has many variations for special purposes.

## 17. Group Walk Through

When several estimators from different companies tour the site at the same time. It is recommended that each vendor provide you with a written estimate from an individual walk through. Many estimators are less than thorough and will rush the tour. When you take them as a group they are reluctant to ask questions for fear of giving the competition an unfair advantage.

## 18. Helper

See "Mover."

## 21. HHG - Household Goods

The term used for residential relocation.

## 22. Installer

A trained member of the **mover's** team assigned the task of assembling or disassembling modular or systems furniture. They may also provide other services such as removal of white board units, hanging files and providing "earthquake" protection of several types.

## 23. Liability Coverage

This is usually an insurance policy that movers carry to cover accident damage, and/or damage to a building. It is a good idea to request a copy of the current insurance certificate to insure that this coverage is in place. Also make sure the mover has "Workers Compensation Insurance." If the mover is not covered and one of his employees is hurt during your move, your Workers Compensation

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Insurance may be charged.

## 24. Lift Gate

This is a large moveable platform that is attached at the end of a trailer or bobtail and is used to move items to and from the van. A lift gate is especially useful for handling large sensitive pieces of equipment.

## 25. Load And Go

This is a type of job that uses several vans. Vans are loaded and unloaded quickly because a portion of the crew can work at each end of the job.

## 26. Loader

This is the **mover's** team member that places padding on your goods and then secures them in the van for transportation to the new location.

## 27. Long Push

An excessive distance to or from the elevator or the truck, so as to necessitate additional personnel on the job.

## 28. Machine Cart or Gondola (Dimensions 50 x 22 x 48)

Used mainly to move desktop computer equipment and office equipment. Each cart has three open shelves.

## 29. Masonite

A hard board used as floor protection during an office move. These are typically 4x2 sheets of pressed board material that are placed over carpeting and other floor coverings. Since office moves are done using dollies and carts, this protection is essential for protection against wear and tear that can occur during an office move.

## 30. Modular Systems

Office furniture that has interchangeable parts and can be designed to match any floor plan configuration.

## 31. Mover

A laborer who is trained in the art and techniques of office moving.

## 34. Office Moving Boxes or O&I Boxes

Dimensions of O&I boxes differ from normal boxes in that they do not require tape to be assembled. These cartons can be collapsed after a move and used several times.

## 35. O & I - Office and Industrial

Commercial Relocation and Office Moving is a holdover term used from the old "Interstate Commerce Commission" (ICC) definition of "Household Goods" moving authority. The ICC no longer exists but the term lingers on to mean any type of office, industrial, warehouse, or other, non-household relocation of goods.

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## 36. Over Time

This is the hourly rate charged for any work in a single day that exceeds eight hours, but is less than twelve hours. It is also charged for the first eight hours on a Saturday and on most holidays.

## 37. Packer

A member of the *mover's* team assigned to pack items into boxes or onto carts. This process adds safety for the goods and the personnel involved in the move. Hiring a packer also pays back in reducing the time and cost to complete the move.

## 38. Pack Van

A Pack Van is a smaller truck normally no longer than twenty feet.

## 39. Panel Cart or Pipe Cart (Dimensions 38 x 29 x 38)

Used to move the panels of systems furniture.

## 40. Parking Permits / No-Parking Placards

Parking Permits and No Parking Placards are obtained for equipment usage on local streets. i.e., semi trucks, bobtails, etc. The rules governing the use of such permits in each city or municipality may vary.

## 41. Premium Time

The time worked when twice the standard rate is charged for labor. This would be time after twelve hours in a day, or after eight hours on a Saturday and most holidays. Premium time also applies all day on Sunday and some holidays.

## 42. Project Manager

A member of the *mover's* team assigned overall operational responsibility for a project. He or she may be involved in the planning stages of the move, and may be the customer's primary contact after the order is in the hands of the Operations Department.

## 43. PUC - Public Utilities Commission

A state agency which regulates, among other things, the for-profit transportation of household goods within a state. Some states call this agency by other names, i.e., "The Texas Railroad Commission." Several states have no formal regulation or authority needed to perform this service within the borders of that state.

## 44. Pusher

A member of the *mover's* team assigned the task of moving loaded dollies and or carts to or from the elevator or truck. That individual must keep the flow of goods constant so the job continues at a smooth safe pace.

## 45. Ramp (Walk Board)

A ramp is used to load and off-load a moving van. The ramp is placed at the end of the van so that items can be rolled from the ground level into the van.

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**46. RCP**

"Replacement Cost Protection" - A term used for the increase in a mover's (Carrier's) liability when increased to the cost of replacement value of a damaged item. This does not mean that if an item is damaged you get a new one. However, if an item is damaged the mover's will spend up to the cost of replacement to repair the damaged item.

**47. Regular Time**

Time charged at the standard rate for labor. Regular time is usually Monday thru Friday between 8:00 AM and 5:00 PM, and non-holidays.

**48. Roll-A-Lifts or Safe Jacks**

A piece of equipment used to move safes or large items that weigh in excess of 500 pounds.

**49. Scope of Services**

A document listing all the services which the mover will perform for the agreed upon price.

**50. Setter**

A member of the *mover's* team, usually a mover assigned the task of putting furniture and cartons on dollies, getting as much of what is to be moved on wheels as possible.

**51. Shrink-wrap**

Thin film plastic wrap used for multiple purposes on an office move. For example, shrink-wrap is used to secure the contents of pallets, machine carts and book carts.

**52. SIT - Storage-in-Transit**

A term used in both interstate and intrastate commercial relocation and household goods moves. Each type has minor variations, but in general it is the removal of the shipment from a van and placement into a short-term storage facility. No warehouse receipt is issued for the goods. The responsibility for the shipment remains with the carrier under the original Bill of Lading. The time limit for this storage in transit is usually less than 90 days, but not more than 180 days.

**53. Supervisor**

A member of the *mover's* team who is the secondary point of customer contact once the project advances to a point when work actually begins. Depending on the size of the project, one or more supervisors may be assigned to run certain segments of a project.

**54. T&M - Time and Material**

A term used when charges are calculated and invoiced, based on the rates listed for the use of manpower, equipment, and materials needed to complete the services requested.

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## 55. Two Wheel Dolly

Often called an “appliance dolly,” it is a variation on the standard “hand truck” used on truck docks for well over 100 years. It has a small blade at the bottom and an axle with two wheels to act as a fulcrum, and long handles bound together to work as levers and basket to carry the load. Special padding and straps are attached to keep the load safely in place.

## 56. Tub Cart

A wooden tub with wheels used to move loose items, i.e., pictures and plants. Also referred to as a speed pack.

## 57. Valuation or Coverage (We do not sell Insurance)

The mover’s liability is limited by law usually to a maximum of \$.60 per pound per item. That is not much. If your own company’s insurance will not cover your goods in transit, it is a good idea to have the mover increase his liability for your move. Extra charges will apply, depending on the type of coverage you decide is right for you.

## 58. Walk Through

The process of taking an estimator (and sometimes a project manager) on a tour of the facilities to be moved. Showing them everything that needs to be moved and allowing them to ask question.

## 59. Wall Protection

Wall protection typically consists of cardboard placed over a wall in a high traffic area. This is done to protect the wall from damage that can occur during a move.

## 60. Workers Compensation Coverage

State mandated insurance to cover workers for loss and medical expenses. If the mover isn’t covered and an injury occurs, the claim could go against your policy and increase your rates.