How to Request Labor & Surplus Pick-Up Orders

Employees can contact UCSF Distribution, Storage, and Mail for the labor requests, Surplus/Overstock orders, and inter-campus moves. Contact UCSF Facilities for work orders related to keyboard tray installation onto lab benches, for assistance with intra-campus moves, and other services as needed.

UCSF Distribution, Storage & Mail/Surplus

Labor services include:

- Adjusting desk height (Steelcase, panel-hung furniture, etc.)
- Removing work surfaces and furniture
- Installing and removing keyboard trays. Contact UCSF Facilities for installations on lab benches.
- Moving/removing overhead bins and shelves
- Removing items and bring them to surplus/overstock
- Seismic bracing of cabinets, bookshelves, entire labs, etc. Call 415-502-MOVE for more information.
- Moving furniture and equipment between campuses. Contact Facilities for intra-campus moves.

Surplus services include:

- Picking up unwanted items from your location and taking them to Overstock/Surplus

Cost:

- Rate: $86.50 person/hour. Department is billed for actual work time only.
- Representatives will identify whether additional parts are needed prior to work being completed and will provide clear information on process and facilitate ordering necessary equipment.

Placing the request/work order:

To place a Labor Services Request or a Surplus Pick-Up Request: https://dsmb2b.ucsf.edu/Index.aspx.

In order for customers to place orders for goods or services with us they will need to have a a User ID for our online warehouse management system. *This also involves having a MyAccess User ID and Password to access the site: https://myaccess.ucsf.edu *

For general information page: http://campuslifeservices.ucsf.edu/distribution/services/order

For questions about timeline: Call Anthony Meno at 415-476-5907

UCSF Facilities

Call 415-476-2021 or visit the UCSF Facilities Customer Service Center website: http://www.campuslifeservices.ucsf.edu/facilities/information/customer_service_center
Frequently Asked Questions for UCSF Distribution, Storage & Mail

Q: How do I obtain a MyAccess User ID & password?
   A: Go to this site: https://myaccess.ucsf.edu. Click on “Get MyAccess” & follow the instructions.

Q: How do I place a Labor Request?
   A: Go to https://myaccess.ucsf.edu & Log-in. You will need a User ID and Password to access the site.
   - Click on Distribution and Storage
   - Click on Service requests
   - Click on Labor Services
   - Fill out the 200-character field with a brief description of your request
   - Hit Continue
   - Fill out the common information page with your contact number, DPA/Fund, etc., preferred work date, etc.
   - Make a note of your 5-digit Labor Services Request number you receive at the end of the process.

Q: How do I place a Surplus Pick-Up Request?
   A: Go to https://myaccess.ucsf.edu & Log-in. You will need a User ID and Password to access the site.
   - Click on Distribution and Storage
   - Click on Service Requests
   - Click on Surplus Pick-Up
   - Select the appropriate number of lines (one item per line)
   - Select “Surplus Non-Asset”
   - Type in a description (10’ long x 5’ wide conference table- #300 lbs, for example) of the item.
   - Click "continue"
   - Fill out the common information page with your contact number, DPA/Fund, preferred work date, etc.
   - Make a note of the 5-digit Surplus P/U Request number- this is your reference number.

Q: What if I can’t find my building or room on your drop-down menu.
   A: It’s probably there. The system has over 22,000 Building and Room combinations.
   - If you can’t find it and you suspect your room isn’t on the list - contact dsadmin@ucsf.edu.
   - Your Building and Room location can be added in approx. 24 hours.
   - While you are waiting, please select the closest room you can find to the room in question, and email dsadmin@ucsf.edu with the exact room number.

Q: Where do I go if I want to buy surplus furniture?
   A: http://surplussharer.tradeaway.com