University Moves Guidelines

All major departmental location moves require prior approval by the appropriate administrative officials (Director, Dean, and Vice President). A move plan should be coordinated with campus facilities offices through a Request for Space Modification or Design Form.

The Physical Plant Department is available to assist a department with on-campus moves, upon the receipt of an account number. Moves should be scheduled at least two (2) months ahead of time but preferably one (1) academic semester in advance to allow for the reallocation of staff to handle the request. Please remember that the staff who perform this service is the same labor force that completes all campus maintenance and event services.

Plan Early (2 – 3 months before)

☐ Appoint a move coordinator within your department, the move coordinator will be the contact person on moving day.
☐ Submit a Request for Space Modification or Design form to start the process. Ensure receipt of administrative approval before proceeding.
☐ Distribute the Move Guidelines to moving personnel.
  ▪ Inform department personnel of the new location’s spatial relationships – such as room dimensions, quantity and type of storage, locations of power and data outlets – decide where you want to place all the furniture.
☐ Create a master list of to-do’s for yourself and/or your department.
☐ Decide on the furniture and equipment layout of the new location(s)
  ▪ The Design Center may be of assistance to you during this time.
☐ Contact Physical Plant Work Control at 468-3206 to develop a plan for the following:
  ▪ Keys and access to the new location.
  ▪ Help dismantling or disconnecting large furniture.
  ▪ Relocation of large, powered, or unusually sized equipment.
  ▪ Surplus or Salvage Items (coordination between Property Office and PPD Special Services + forms).
☐ Complete appropriate property forms for removals or transfers.
☐ Contact IT Services for phone number, data connection transfers, etc.

Prepare for Moving (3 – 4 weeks before)

☐ Eliminate/Shred all obsolete items, files, etc. Following all property and records guidelines.
☐ Start packing boxes – Physical Plant Department can assist with the procurement of packing materials, at cost.
- Close each box securely, filled to the top or below the top, always pack boxes so they can be stacked easily.
- Pack heavy items in small boxes or pack heavier items at the bottom of large boxes. Try not to over pack, keeping in mind the overall weight of the box.
- Keep all boxes in the office or area in which they belong.
- Label all boxes, furniture, and equipment with an identifier indicating name, destination, and room number.
- PPD Special Services will not move computer equipment, please contact IT Services for assistance.
- Any personal items within an office (paintings, pictures, stereos, etc.) should be moved by the department.

Before the Move (7 – 10 days before)
- Empty all desks, shelves, bookcases, and filing cabinets of their contents. Movers will not move furniture with contents still inside.
  - Lock drawers.
  - Contents should be boxed and identified separately.
- Dismantle large furniture to ensure it fits though the door or in the elevator.
- Refrigerators, microwaves, coffee makers, etc. should be emptied and cleaned prior to moving day.
- If you are moving confidential files inform the move coordinator so that special consideration can be taken.

Moving Day
- Check that everything is labeled and ready to go.
  - Computers, phones, copy and scan equipment should be safely shut down, unplugged, with cords secured.
  - Anticipate for each office to be moved completely before going to the next one.
  - Be prepared to move personal items.
  - Avoid last minute, major changes – these will affect time and cost.
- Wear comfy shoes, drink a lot of water, and HAVE FUN!

The Day After
- Turn in keys from the old location to the move coordinator.
- Test to ensure connectivity is restored to equipment network, email, and peripherals. Contact IT Services if there are issues.
- Prepare updated property forms for furniture and technology.