



District Facilities PROCEDURES FOR MOVING

Moving can be a very disruptive experience. The Facilities Department wants to support a successful move for you and your staff. In order for us to serve you best, we suggest you follow the below listed procedures:

- 1. Designate a “move coordinator” to be the contact person for support services involved with the move.
- 2. Prepare a Building Improvement Request at least 15 days prior to the date you need to move with specific information and forward to the Facilities Call Center at MS 1016:
 - Date of move
 - Building and room number(s) for old and new locations
 - How many people are moving?
 - List any equipment requiring specialized moving/movers, including large pieces under warranty
 - Requirements for new location that may require work to be done (use a Building Improvement Request form). Submit the BIR as soon as the project is identified as 15 days may not be enough lead time.
 - Request boxes from Facilities.
 - Keep Facilities and other support services informed of changes.
- 3. Contact Telephone Services at least 15 days prior to your move (ext. 4774).
- 4. Contact your Computer Support Services at least 15 days prior to your move: SCC (ext. 8899), SFCC (ext. 3182), IEL (ext. 3264), District Office (ext. 8013).
- 5. Contact District Inventory Services at least 5 days prior to your move (ext. 4782).
- 6. Contact District Mail Services at least 5 days prior to your move (ext. 7459).
- 7. Contact Purchasing at least 5 days prior to your move to report the move of copiers, fax machines, or any other pieces of equipment that are covered under a maintenance agreement (ext. 7454).
- 8. Draw a map or mark on a one-line drawing (obtained from the campus facilities manager) the exact location of each large piece of equipment and/or furniture in your new location. Carefully consider how these pieces will fit into your new space. Mark each item using a numbering system, e.g.: desk – 1, 4-drawer filing cabinet – 2, bookcase – 3, etc., and then mark those pieces on your map. Post map on door(s) of new location.
- 9. Identify surplus property, complete an Equipment Disposal form for each item, and contact Central Services (533-4781) for pick-up prior to the move date.
- 10. Identify state property that is tagged with a bar code and number, complete an Authorization to Transfer Equipment form for each item and send to District Inventory Services (MS 1090).
- 11. Move preparation:
 - Empty and box all items from desks, filing cabinets, bookshelves, etc., prior to moving date. Storage cabinets and filing cabinets will not be moved with items in them.
 - Do not load more than 50 pounds of items in boxes, but pack boxes tightly.
 - Mark all boxes with the destination (e.g.: building and room number or cubicle location).
 - Pack and move all personal items yourself.
- 12. Movers will place pieces according to your map on the day of the move. They will be happy to rearrange pieces once on the day of the move to accommodate a functioning space. Any further requests to rearrange will have to be done as a special request with your campus facilities manager at a later date.
- 13. After you have unpacked, mark your boxes “TRASH” and place in the hallway for the custodian to pick-up.
- 14. Contact Facilities if you are having problems after your move.

We want your move to go well. With planning and communication, we will work with you to make this a positively painless experience.