

# UNIVERSITY LOCATION MOVES

## Guidelines and Checklist

### GENERAL GUIDELINES FOR EMPLOYEES WHO ARE MOVING TO NEW LOCATIONS

- University employees who are moving to different office and/or classroom locations should follow these guidelines in order to assist with a planned and smooth location move.
- Typically, location moves will involve staff from ITS who manage all technology issues related to the move and Facilities personnel (Utility Workers and Maintenance Workers) who handle the technical, physical, and transfer of University property.
- Employees who are moving may offer to assist the ITS / Facilities personnel. However, the actual movement of furniture, equipment, and other University property should be solely handled by the assigned personnel.
- It is important that the moving employees do not attempt to do the work for staff who are trained and assigned to complete these tasks.
- Moving employees should plan to take care of their own personal items which are small enough to be carried easily. Other personal items that are properly packed and prepared for the move (drawers emptied, boxes taped, etc.) may be included for the assigned staff to move.
  - Examples of items that can be safely transferred by the moving employee include: pictures, lamps, items of sentimental or high value, etc.

### Roles for move responsibilities

- ITS technicians will:
  - Disconnect all (marked) IT equipment and move to new locations
  - Ensure connectivity is restored to network, email, and peripherals
- Maintenance staff will:
  - Break down any furniture being moved (may or may not be needed)
- Utility workers will:
  - Move all prepacked boxes and furniture to new location (moving employee may move personal items as noted above)
  - Set up office as directed by pre-arranged layout or as directed by the Utility Supervisor
- Moving employee (or department move coordinator) will:
  - Check to see that IT equipment is functioning and that furniture and technology has been transferred to the new location
  - Unpack prepacked boxes and place properly

# UNIVERSITY LOCATION MOVES

## **Planning Checklist - for an approved and pre-scheduled location move**

All major physical location moves require prior approval by the appropriate administrative official (vice president, Dean, Director). In such case, a move plan should be generated and reviewed with the Utility Worker Supervisor.

### **Preparation for location move or University property moves**

\_\_\_\_\_ For a move to a new location, a moving employee (or department move coordinator) should clear his/her schedule and plan to be present during the move to coordinate with assigned staff and to be able to focus totally on the move; there are always items that need snap decisions, things that were forgotten, etc.

\_\_\_\_\_ If the moving employee determines that University property should be removed and not transferred to the new location, he/she will complete an [Equipment Action Form](#) prior to the move, with required signatures, and submitted to Procurement Services (ext. 3314).

### **Scheduling the move**

\_\_\_\_\_ To initiate or schedule a move to another location or to have University property moved, the moving employee (or department move coordinator) must submit a [WorkOrder](#) (**preferably one week prior to needed move date**).

- The assigned utility worker will schedule a time to meet with the moving employee to assess the logistics of the move
- If move involves a computer or other technology, a ITS Technician will be contacted to assess need.

\_\_\_\_\_ The moving employee (or department move coordinator) will work directly with the assigned staff to sequence the move plan, taking into account that:

- Move schedules are dependent upon the work order requirements, availability of utility workers, maintenance (if required), and ITS Technicians.

### **Suggestions for moving employee (or move coordinator) to prepare for moves:**

- eliminate / shred all obsolete items, files, etc.
- ensure that all filing cabinets and desks are empty prior to being moved
- contact Facilities for boxes (department will be charged accordingly)
- pack small items into movable boxes and mark with names and new location;
- separate small items, safely move personal items, which can be handled separately by the moving employee
- ensure calendar allows downtime required for move
- where it is a large move involving multiple employees, make sure electronics and equipment have moving employee's name and new office location clearly marked

\_\_\_ Materials for packing – Moving employee (or department move coordinator) must contact Facilities for moving materials (department will be charged accordingly)

## UNIVERSITY LOCATION MOVES

Assigned Utility Worker and / or ITS Technician will need to coordinate with the moving employee or department move coordinator, the following:

- \_\_\_ If a move plan exists, be sure to share with all involved operations, including ITS group Supervisor and Facilities supervisor
- \_\_\_ Verify that all IT equipment to move is identified (including empty offices; shared spaces etc.) Follow up with employee or move coordinator as needed.
- \_\_\_ Make sure the move list provides “From” and “To” locations