Designate a move contact. This contact person must be on site during the move.

Submit all moving services requests via Moving Services Assessment Form.

Submit a Physical Plant Work Request via U-Business to remove wall-mounted items, fixtures, partitions or other items that need to be dismantled, re-assembled, or that include electrical connections; or to make modifications such as re-hanging a door in the new location.

Identify in your move request any property to go to surplus or be transferred to another department, to ensure that portion of the move is also scheduled.

Surplusing Property? All surplus items must be processed through the Surplus Property Management System (SPMS) available on U-Business. Login and select the Surplus Property link. Contact Surplus Coordinator (X23620 or X23621) if questions.

Transferring property to another department? Prepare and route a movable equipment form (CD-0028) for each item. Contact Moving Services (X27776) if questions.

Notify Fixed Assets (X23156) of relocation of assets assigned to your inventory. For partial departmental moves, complete and route a movable equipment form for each item. If moving an entire department or unit, contact Fixed Assets (X23156) for instructions.

Requesting Temporary Storage? Some limited short-term storage is available. To request, in advance, complete a Temporary Storage form. If storage is needed for more than 90 days, attach a justification memo signed by the department head to the Temporary Storage form. Contact Warehouse Services supervisor, (X23620) for additional info.

Moving Services does not provide packing services. To avoid possible delays or rescheduling of your move, pack all items before your move date.

Wrap and secure breakables. Secure boxes with tape.

Remove everything in desks, bookcases, file cabinets and storage cabinets.

Do not over-pack a box. Too heavy boxes are a safety concern, and may collapse or spill and damage your belongings. Avoid the hassle of re-packing!

Label boxes and furniture to make your unpacking easier. Include:

- Person’s name
- Destination building and room number
- Box contents

Secure furniture drawers, doors, pullouts or anything that can open and cause injury or damage. (Paper tape works well for this!)

Disconnect all office equipment from power source and data ports.

Contact ITSD Technology Assistance Center (TAC) at X24357 to request assistance from your ITSD computer consultant:

- If you have concerns about disconnecting any cables, wires or plugs, and
- To schedule a time to reconnect your computer, printer, etc. in your new location.

Wrap cords, wires or trip hazards with tape, rubber bands or ties.

Diagrams help Moving Services know where you want items placed at the new location.

NOTES: ________________________________