

Missouri State University

Space Management

Moving Instructions

In order to expedite the moving process, Space Management requests that your department complete the following **prior** to the arrival of the moving crew.

Reduce what you have to pack and move

- Review University guidelines for record retention and then purge appropriate files.
- Consolidate records.
- Survey existing furniture and storage:
 - Identify what items will move to the new space.
 - Identify items for disposal.
 - Identify items to be transferred to University Property Control for re-allocation or surplus. Contact your Administrative Assistant about Surplus Property.

Preparing Furniture and Equipment

- All desks, storage cabinets, bookcases, file cabinets, credenzas, etc. must be empty before moving. Be sure to lock them and remove the keys.
- Number office chairs in sequence order, for example, one of three, to ensure that the entire group is returned to the correct owner/department.
- Disconnect and prepare all office equipment - computers, printers, fax machines and copiers as per the instructions in your owner's manual.
 - Wrap up cords and/or wires using ties, string, or rubber bands. Label all cords.

Boxes, Packing and Labeling

- Packing
 - When packing the boxes be sure to use adequate packing materials.
 - Please be aware of the weight of each packed box. Do not overfill.
 - If the box needs special handling it should be set apart, clearly marked FRAGILE and identified to the movers.
 - If the items are personal property, it is recommended you move the items yourself, especially artwork, framed pictures, figurines, plants, etc.
- Labeling
 - All boxes must be labeled with a white label indicating the person's name and the **new** room numbers or space that they are assigned to in the **new** location. Boxes should be numbered in sequence, for example, one of five, to ensure that all are returned. Place labels on the **end panels**, not on top of box.
 - All furniture, equipment or any item being moved must be labeled (include person's name, new room number/location) with a white label. We suggest that departments utilize a brand of removable multipurpose labels that will not damage the surface.

Surplus and Trash

- University property is to be disposed of through the Property Control Office. Please contact your Administration Assistant.
- Discard all trash in the appropriate containers.

Department Responsibilities

Each department listed below requires advance notice for their designated services.

- The following items are the responsibility of the relocating department:
 - Contact Networking and Telecommunications to schedule the move of phone lines and network jacks. Network and phone line cables are obtained from this department also.
 - Contact Computer Services to schedule computer/office equipment installation.
 - Contact Postal Services to update campus address information.
 - Contact Key Control to request lock changes and new keys.
 - Contact Custodial Services to request additional trash/ recycling pickup.
 - Contact Property Control to schedule the removal of surplus property.