



University
of Windsor

Moving Guidelines and Checklist 2020

Office of Space Management, Facility Services
University Of Windsor

Quick Reference Information

Record your move information here for quick reference.

Move date: _____

Name: _____

Current Building: _____

Current Room Number: _____ Current Workstation Number: _____

New Building: _____

New Room Number: _____ New Workstation Number: _____

Important Information for Your Move

Depending on the scope of work, the Office of Space Management will do the preliminary data collection for your move. This includes completing a furniture inventory, noting your current office and new office location, and drafting a new office layout for your approval.

Space Management will then share this information with the assigned Project Administrator from Facility Planning, Renovation and Construction (FPRC).

Depending on the scale of the move, there may be a person within your department assigned as the "Departmental Contact". It would be their responsibility to work together with you and the Project Administrator regarding any details of the move.

The move crates and/or boxes will be delivered by the mover in advance of the scheduled move.

It is your responsibility to shut down and disconnect all computer equipment and electronics one day prior to the scheduled move.

It is also your responsibility to reconnect all computer equipment and electronics and to work with IT Services if any issues arise.

The responsibility to contact Procurement to make arrangements for moving any Xerox photocopiers is with the department that is moving.

Packing and Labeling Information

- The move provides for five (5) move crates per person, unless otherwise agreed upon.
- Depending on the move, cardboard boxes may also be supplied.
- The movers will not move any item that is not packed and/or labelled.
- Labels must include your name, the building, the room number and/or workstation number to which it is going.

*Example: **Name Here, Lambton Tower, 1103B, Work Station 01***

- In some cases, labels may be provided, depending on the mover.
- Designate one end of the boxes/ move crates as the “left side”. To make unpacking easier, be sure to place the label on the designated left side whenever possible.
- Apply one label only per box/ move crate.
- Do not place label on the top or the other sides of the boxes/ move crates.
- Label your garbage and recycling bins on the bottom of the bin (only if they are moving to your new location).
- Make sure that the bottom of all cardboard boxes are taped securely.
- When packing file cabinets: **Pack top drawer first and finish with bottom drawer**, and label boxes:
Example: #1 – bottom drawer; #2 – 2nd drawer; #3 – 3rd drawer; #4 – 4th drawer; #5 - 5th drawer
- When refilling, make sure to start with box #1, the bottom drawer, and work your way up.
- Place small, loose items like rubber bands, pens, pencils, erasers and paper clips in envelopes; seal and place along with small boxes in move crates.
- Pack all fragile articles (wrapped well) and clearly label as “**fragile**”.
- Always pack heavier and sturdy items in the bottom of the box/ move crate with the lighter items on top.
- Do not over pack the box/ move crate. The top of the box/ crate must lay flat so it can be stacked.
- All packing must be completed prior to the day of your move.
- You are responsible for packing your personal work area and any other assigned departmental items.
- You are responsible for unpacking your items by the specified date agreed upon with the mover.
- Refer all questions to your Project Administrator or departmental contact.

Move Day Activities

- *On the day before the move*, complete the **Move Day Checklist** (page # of this document) to ensure you have completed everything that is required by you for this move.
- *On the day of the move*, all room and/or work station contents will be moved to your new location, according to their labels.
- Please note, the movers will not make any changes to the approved office/room layout until after the move is complete.
- Once time allows, the movers will possibly be available to make minor adjustments.
- On the first day back to work, begin unpacking and setup of new work area.
- Always unpack the top box/ move crate first, working your way down, to avoid injury.
- Do not lift a filled box/ move crate from the top of the stack.
- Ensure all boxes/ move crates are emptied by the date specified by the mover.
- Arrangements for installing any white boards, cork boards, pictures, or the like can be made by the Project Administrator; or by placing a work order to Maintenance Services at extension **2850** or via email at **repair@uwindsor.ca**.

Move Timeline:

Use this table to fill in the important move dates for the move.

Action	Date	Responsibility of
1. Delivery of moving boxes for packing your office/ workstation		Movers
2. Pack your belongings and any assigned areas		Staff/ Users
3. Log out, shut down and disconnect all computer equipment		Staff/ Users
4. Relocation of all equipment		Movers
5. Movers begin move		Movers/ Project Administrator/ Departmental Contact
6. Movers complete move		Movers
7. Reconnection of computer equipment		Staff/ Users
8. All boxes/ move crates emptied for pick-up		Staff/ Users
9. Pick-up of boxes/ move crates		Movers

Move Day Checklist

In order to help prepare you for your move, we have provided a checklist to ensure you have completed everything that is required by you for this move.

- All room contents labeled with your name, the building and room number to which it is going.
Example: **Name, Lambton 1103B**
- Workstation components/ desk marked with your name and the room number where furniture is going.
- Desks and bookcases completely emptied and boxes/ move crates are labeled.
- Steelcase filing cabinets** (unless otherwise instructed by the mover): Five drawer lateral files (new style) empty the top two drawers. Three drawer lateral files (new style) empty the top drawer only. Standard file cabinets (old style four drawer) empty completely.
**Locking of filing cabinets is to be determined by the movers.*
- All other brands of file cabinets**, (unless otherwise instructed by the mover): Empty completely and lock if the key is available, otherwise apply masking tape over the lock so that it cannot be pushed in.
- Unless specified by the mover, disconnect your phone, computer and all peripheral equipment (docking stations, printers, scanners, speakers, label makers, copiers etc.) and wrap, pack and label.
**Hint: pack all desk contents and computer accessories in the same crate(s) and label accordingly.*
- Other small personal items such as coffee makers, kettles, toasters, microwaves, lamps, heaters, fans, refrigerators etc. to be wrapped, packed and labeled or taken home. Plants are to be taken home. *Movers take no responsibility for such items.*
- All other personal items must be carefully wrapped in bubble wrap (department supplied) and placed in move crate(s) or taken home. This is inclusive of mementos, breakables, pictures, pieces of art and paintings. *Movers take no responsibility for such items.*
- Verify with your Project Administrator or departmental contact that your phone and computer data migration has been arranged with IT Services Help Desk.
- Verify with Procurement that arrangements have been made with Xerox to relocate any photocopiers.
- Key and access card/fob forms have been signed and submitted to Key Control or your departmental contact. <http://www.uwindsor.ca/facilityservices/inventory-key-control-maintenance>
- Remove any food items stored in shared departmental refrigerators and ensure fridge is cleaned.
- Disposal of garbage and recycling a day or two prior to move.
- Shredding is boxed up, marked for shredding and arrangements for special pickup are made.
- Total number of boxes/ move crates to be moved : _____