

## Moving, Packing & Labeling Guidelines

Revised: April 26, 2017

As you know, moving anything can be stressful. The UCBA Facilities & IT teams hope the following guidelines help you better prepare for your upcoming move.

### General Moving Information:

**All items planned for moving MUST receive a label and MUST be packed (if feasible for the item to be packed).** The office or room/space occupant who is moving is responsible for packing his/her own boxes and labeling **ALL** items to be moved. On EACH box, carton, or item to be moved, include your last name, NEW destination building name, and NEW destination room number on the label.

**Any items, boxes, or cartons not labeled will NOT be moved.** In some cases, label colors will be assigned to buildings, areas or departments during a large move. Only use the label color that has been assigned to your building, area or department. The UCBA Facilities Team can provide boxes and labels upon request, and please request these items a minimum of 2 weeks prior to your scheduled move.

**What to pack:** The contents of all office furniture and all shelving must be packed in boxes. See below for more specific info regarding Vertical/Lateral/other file storage cabinets. Any item too large or awkward to fit into a moving box or carton shall receive a label directly on that item to be moved.

**What NOT to pack:** Do not pack any fragile or personal items (see more detail below). Also, do not pack any computer/phone components (see more details below).

**What will NOT be moved:** UCBA Facilities will NOT move full office furniture systems between offices, as the current system in each office will remain. We can review and possibly assist in some minor reconfigurations of a system within your new office, but these requests will be reviewed on a case by case basis after all moves are complete. *Any costs resulting from the UCBA Facilities Team needing to call upon UC Moving Services or an outside furniture vendor for the reconfiguration will be charged to the department requesting the system changes.*

**Unpacking:** The office or room/space occupant who is moving is responsible for unpacking all boxes/cartons and placing all items in their final positions. The UCBA Facilities Team will place all boxes, cartons, items in the new office/room/space where practical.

### Other General Information:

#### Boxes & Cartons:

All boxes and cartons shall be properly assembled and closed. Do NOT over pack boxes or cartons; pack so they do not weigh more than fifty pounds. Place move labels on the side of the box or carton and not on the top so the movers can still see labels when stacked on dollies or moving carts.

#### Fragile & Personal Items:

You should pack and move anything yourself that is considered fragile and prone to probable damage during a normal move. UCBA Facilities is not responsible for any fragile items that are packed in boxes anyway and inadvertently broken during your move. All treasured personal items (trophies, mementos, treasured items, etc) should be temporarily taken home and brought back when you report to your new location.

**Desktop computer, phones & components:**

The IT department will move desktop computers and all other computer components to your office. All laptop computers are the responsibility of the individual to move to the new office. The facilities team will relocate your phone. Please label each component (including your phone) with your name and new building/office number.

**Office/Room Upgrades**

Unless specially requested and approved a minimum of 2 months prior to the scheduled move date, UCBA Facilities does not patch/paint offices/rooms nor do we replace carpeting during the normal moving process. Existing office furniture systems will be reused unless the furniture is extremely old and in need of replacement due to poor condition.

**Purging:**

Please purge (and shred as necessary) all old files and unnecessary, filed items prior to your scheduled move. For any books you wish to discard/recycle, facilities will provide carts in the hallways for them. Please do not throw books in the hallway recycle bins.

**Desk Items:**

Remove and pack all desk contents, as all office desks/furniture systems remain in their current location and will not be moved.

**Special Equipment:**

“Special Equipment” refers to copy machines, printers, data processing equipment, special technology, etc. This equipment may be leased or have a service agreement preventing us from moving them. Please review all “Special Equipment” with the UCBA Facilities Team.

**Vertical File Cabinets:**

After a thorough purging exercise by the office/room occupant, vertical cabinets can be moved loaded, but the office/room occupant is responsible for securing contents within the cabinet to avoid file shifting during the move.

**Lateral File Cabinets:**

All lateral file cabinets (open at front like a dresser drawer) must be completely unloaded, as lateral cabinets are not made to be moved fully loaded. Pack all contents in boxes or cartons. The preference is to keep lateral file cabinets in their current location, but this can be reviewed on a case by case basis depending on the storage needs for both the departing and arriving office/room occupant.

**Misc. File/Storage Cabinets:**

Any other storage cabinet not classifying as a normal vertical file cabinet shall be completely unloaded with contents packed in boxes or cartons as well. For all file/storage cabinets agreed by the UCBA Facilities Team to be moved to a new location, all doors and drawers shall be locked or taped shut so they do not slide open during the move.

**Bookcases:**

Only small bookcases (less than or equal to 42" tall) will be moved. Remove all contents and pack into boxes or mobile shelf carts. If there are adjustable shelves, please remove the pegs or clips and pack in an envelope with your personal items.

**New or Renovated Spaces:**

Existing file cabinets and bookcases will NOT be moved to new buildings or recently renovated spaces, as new storage pieces consistent with the new office furniture systems will be purchased.

**Artwork:** Small pictures/plaques need to be packed in boxes. If you have a very expensive piece of art, please notify the UCBA Facilities Team so that a crate can be built for safe moving.

**Large pictures, maps, bulletin boards:** Leave on the wall – we will take down any labeled items and relocate. If you have a bulletin board with items on it, please remove these items and pack them into boxes or cartons.

**Keys:** On the date you are scheduled to move, please visit Gerrie Copeland in Muntz 140M between the hours of 8am-noon to pick up your new office and suite keys. You will also need to turn in your old office key after you are completely moved.

All file cabinet keys, or any other office furniture keys shall remain in the possession of the employee responsible for the locked items. Do not pack keys in boxes.

**Trash:** After packing, make sure to empty your trash cans. There is no need to move your trash to the new location. Do not use your trash can as a packing container.