

Office Move check-list

Do

- All Items emptied from all drawers, especially filing cabinets.
- All loose items boxed.
- Measure all doorways for large items.
- No off-campus moves.
- All computers and electronics disconnected by ITS or requestor.
- Detailed descriptions or diagrams of where items will be moved and how furniture will be arranged.
- Individual items labelled.
- Advanced notice required for all large moves.
- Request Structural Trades to remove any items attached to walls.

Don't

- Ask to see requestor for details; details need to be included in work order.