**C:\Documents and Settings\ldungan\My Documents\My Pictures\Microsoft Clip Organizer\j0238375.wmf MOVE CHECK LIST**

**DEPARTMENT: MOVE DATE:**

*Communication is the key to a smooth move. The sooner you let the service departments know about your move, the better we will be able to help you.* **Once you have your move date, email** [**moves@unthsc.edu**](mailto:moves@unthsc.edu) **and contact the Maintenance Foreman at 817-735-5181. *Please refer to Move Contact List for contact information.***

**2 WEEKS BEFORE MOVE:**

* Mark and identify on floor plan who is in what office
* If more than one office is moving, the maintenance foreman will coordinate a meeting for all involved parties.
* Each department will need to designate a point of contact person for the move.
* Work Order submitted to ITS to move computers (see move spreadsheet)
* Email telecommunications to move phone/faxes (see move spreadsheet)
* Work order to Biomedical Communications if necessary to move copiers.
* Work order to move furniture. Fax ETN to 817-735-0300\*
  + - * If large move send a spreadsheet with work order for property control and ETN later.
      * If small move send ETN with work order.
* Separate work order for wall mounted shelving to be moved & identify wall to be mounted.
* Notify Records Management
  + - * When moving records
      * When moving shredder
* Facilities Work Order to re-key new office.
* Facilities Work Order for crates for the move.
* Hard surface floor work - heavy or large items should be on separate work order & coordinated with

Facilities Management to move out

**1 WEEK BEFORE MOVE**:

* Facilities work order for new signs
* Notify Custodial of move to schedule cleaning of new space.
* Work Order for custodial for carpet cleaning needing to be done in new space.
* Key Request for new keys
* Notify Mail Department regarding move.
* Notify Central Receiving regarding move.

**3-5 DAYS BEFORE MOVE:**

* Diagram office placement (on drawing show furniture, computer, printer, fax, etc) place on wall of new office
* Quickly meet with key players & service areas to make sure all details are covered.
* \*Pack all items in desk, bookcases, and file cabinets – pack fragile items separately and mark “fragile”
* Pack personal items separately as it is employee responsibility to move personal items including plants
* Label all furniture, equipment, etc. and crates/boxes with name and office number or cubicle location
* Leave a large crate (if using crates) for ITS to pack computer equipment.
* Notify campus regarding moves via Daily News, Campus Connection, etc.

**AFTER MOVE**:

* Follow up with property control with your ETN’s.
* Notify Telecommunications & ITS with new room assignments to update internal records.

\*ETR or ETN must be completed and submitted prior to the relocation of any times and this includes all equipment & furniture

\*All boxes should be packed fully. Pack carefully, UNTHSC staff is **not** responsible for damage to, or loss of the contents of packed containers.



**MOVE CONTACT LIST**

|  |  |  |
| --- | --- | --- |
| **TASKS** | **DEPARTMENT** | **CONTACT INFORMATION** |
| **To move computers/printers** | **ITS** | **Email to ITS Helpdesk** [**helpdesk@unthsc.edu**](mailto:helpdesk@unthsc.edu) |
| **To move furniture & receive moving crates** | **Facilities Management** | **Facilities Work Order**  [**http://intranet.hsc.unt.edu:90/home.html**](http://intranet.hsc.unt.edu:90/home.html)  **or link off of intranet home page** |
| **To move phones & faxes** | **Telecommunications** | **Email to Telecom Office**  [**telecom@unthsc.edu**](mailto:telecom@unthsc.edu) |
| **Extra Trash** | **Custodial Services** | **Call Ext 2182.** |
| **Move Medical Records** | **Records Management** | **Email Records Management Office**  [**recmgmt@unthsc.edu**](mailto:recmgmt@unthsc.edu)  **or call Ext. 5011** |
| **For records archive boxes and bags for material to shred** | **Records Management** | **Email Records Management Office**  [**recmgmt@unthsc.edu**](mailto:recmgmt@unthsc.edu)  **or call Ext. 5011** |
| **Signage** | **Facilities Management** | **Facilities Work Order**  [**http://intranet.hsc.unt.edu:90/home.html**](http://intranet.hsc.unt.edu:90/home.html)  **or link off of intranet home page** |
| **Key Requests** | **HSC Police** | [**http://www.hsc.unt.edu/departments/police/forms/key\_request.pdf**](http://www.hsc.unt.edu/departments/police/forms/key_request.pdf) |
| **Badge Access** | **HSC Police** | [**http://www.hsc.unt.edu/departments/police/forms/key\_request.pdf**](http://www.hsc.unt.edu/departments/police/forms/key_request.pdf) |
| **Locks** | **Facilities Management** | **Facilities Work Order**  [**http://intranet.hsc.unt.edu:90/home.html**](http://intranet.hsc.unt.edu:90/home.html)  **or link off of intranet home page** |
| **Painting** | **Facilities Management** | **Facilities Work Order**  [**http://intranet.hsc.unt.edu:90/home.html**](http://intranet.hsc.unt.edu:90/home.html)  **or link off of intranet home page** |
| **Need Furniture** | **Construction Management** | **Furniture Request and Acceptance Forms** |
| **Carpet Cleaning/Shampoo**  **Hard floor cleaning** | **Custodial Services** | **Facilities Work Order**  [**http://intranet.hsc.unt.edu:90/home.html**](http://intranet.hsc.unt.edu:90/home.html)  **or link off of intranet home page** |
| **Change Mail Location** | **Mail Services** | **Call Ext. 2219** |
| **Change Receiving Location** | **Central Receiving** | **Call Ext. 2155** |
| **Move Copiers** | **Biomedical Communications** | **Email Copier Service Office**  [**copierservice@unthsc.edu**](mailto:copierservice@unthsc.edu) |
| **ETN’s Inventory Change** | **Property Control** | [**http://intranet.hsc.unt.edu/departments/purchasing/Documents/Property%20Control/EquipmentTransferNotification\_01.pdf**](http://intranet.hsc.unt.edu/departments/purchasing/Documents/Property%20Control/EquipmentTransferNotification_01.pdf) |