

Preparing for Departmental Moves

Books, Loose Papers, Files

Boxes are available from Purchasing Services. These can be supplied two to three days prior to your move. Please check with, Central Receiving or Central mailing if additional boxes are needed.

- Items should be packed in boxes or cartons with sealed lids and labeled with the following:
- Name, department, "From" building/room and the "To" building/room
- Boxes should not weigh more than 50 pounds fully loaded

Furniture

Departments should complete and submit a Move Request (B450) form on Sci-Quest listing all items you would like moved. Please allow sufficient time for the form to go through approvals. Items not listed on the Move Request (B450) form will not be moved.

- File Cabinets, desks, and book cases must all be emptied
- File cabinets and desks will be moved with empty drawers intact

Equipment

Departments are responsible for disconnecting and reconnecting all computer equipment. Computer equipment must be boxed with a sealed lid for moving. If you need assistance in disconnecting or reconnecting your equipment, please contact Unified Information Services.

- Departments are responsible for contacting Purchasing Services
- Departments are responsible for moving all musical instruments (except upright pianos). All Grand and Baby Grand pianos must be moved by an outside vendor.
- Departments are responsible for contacting Purchasing to arrange for these moves.

Office Rearrangement

Departments need to complete and submit a Move Request (B450) form on Sci-Quest, listing all items they would like moved, according to the instructions on the form. Please state on the form that you are requesting an office rearrangement. The completed Move Request (B450) form must be sent through Sci-Quest and you should allow sufficient time for the form to go through approvals. Any item not listed on the Move Request (B450) form will not be moved.

Personal Items

Individuals are responsible for moving any personal items with sentimental or monetary value. The university is not responsible for damaged items.