

## Moving Items Checklists

Complete the following checklists before moving furniture or non-hazardous equipment on campus.

All requests for moves should be scheduled at least 4 weeks in advance.

### Moving Items on Campus Checklist

<b>Moving Items To a New Location on Campus</b>	<b>Done</b>	<b>Not Applicable</b>
Order packaging materials including boxes and tape.		
Submit a Work Order move request. Explain what needs to be moved and inquire about specific requirements for the move. Also note if carpentry services will be needed during any phase of the move.		
Submit a Work Order for any cleaning or custodial services are required prior, during or after the move.		
Submit a Work Order for any electrical services required such as upgrading power for equipment or adding outlets.		
Individuals are responsible for packaging all items that will be moved. Each box must have a "ship to" label placed on the side of the box.		
Request library carts to aid in the move if necessary. They may be used instead of boxes for some moves.		
Ensure nothing is left behind. Recycle, scrap or surplus any item you do not wish to keep.		

### Moving Office Equipment Items on Campus Checklist

<b>Moving Office Equipment Items to a New Location on Campus</b>	<b>Done</b>	<b>Not Applicable</b>
If you have a copier service contract, contact the vendor first to inquire about moving instructions. To preserve your maintenance contract, the service contractor provider may require that they move the copy machine.		
All copy machines must have all ink, toner and liquid removed prior to the move.		
Typewriters, fax machines, and any other equipment should be disconnected prior to being moved.		
Computers must be disconnected and disassembled prior to being moved. Unit IT services or nodes may be available to assist in this process before the move and for reassembly after the move.		
For moving phones, refer to information from UB Information Technology.		