

Moving Departments Checklists

Complete the following checklists before moving furniture or non-hazardous equipment for department moves on campus. All requests for moves should be scheduled at least 4 weeks in advance.

Designate a Move Coordinator

During a department move on campus, it is highly recommended that the unit designate one person as the Move Coordinator. This person will interface with all campus personnel and vendors involved with the move process and should be onsite during the move to provide direction.

It is important to the success of the move that all procedures and forms are completed in advance of the move. The Move Coordinator will work closely with the unit's Facilities Planning and Management Officer (FPMO).

Moving Department Items Checklist

Moving Department Items To a New Location on Campus	Done	Not Applicable
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.		
Schedule carpenters or vendors if work stations or furniture needs to be disassembled and re-assembled.		
Contact the Helm Receiving facility if short-term (maximum 30 days) storage is needed. Items such as refrigerators, freezers, glass items, hazardous waste materials and boxed files cannot be accepted.		
Submit a Work Order for any cleaning or custodial services 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 during some moves.		
Ensure nothing is left behind. Recycle, scrap or surplus any item you do not wish to keep.		
Submit a Work Order for modifications to the existing heating and cooling system if necessary. The costs associated are the department's responsibility.		
Submit a Work Order to request new keys.		
Submit a Work Order to request updated signage including interior, ADA room signage or exterior.		
Contact your Security Services vendor to transfer your service.		

Moving Department Office Equipment Items Checklist

Moving Department Office Equipment Items to a New Location on Campus	Done	Not Applicable
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.		

Updating Campus Addresses Checklist

Updating Campus Addresses After Department Moves on Campus	Done	Not Applicable
Contact Campus Mail Services to direct mail delivery to your new location. They will provide information on points of delivery, mailboxes and mailbox keys.		
Contact the appropriate payroll office (State, UBF, RF) to arrange the delivery of payroll checks to the new location.		
You may receive email notifications of activities taking place in your new area and in surrounding areas, subscribe to Facilities service advisories.		
Forward departmental move information to your Facilities Planning and Management Officer (FPMO). They will inform the Physical Space Administrators of the updates.		
Contact UB Print Services for new business paper products or for commercial printing services.		
Go to the UB Online Directory to update phone numbers and mailing addresses for relocated employees.		
Each department's website steward is responsible for making any necessary changes to reflect the departmental move.		