

# Moving & Relocation Guidelines

## GENERAL MOVING INSTRUCTIONS

1. It is the responsibility of each Dean or Department head to have staff follow these instructions in order to have an organized and efficient move.
2. Each employee will be responsible for his or her own preliminary packing for the move.
  - All personal items are the responsibility of the employees including packing and moving to the new location.
  - Personal items include but are not limited to: mini-fridges, picture frames, microwaves, vases, plants, artwork, or any non-work related items.
3. All packing should be completed prior to the actual start of the move.
4. Identify who will be packing common areas such as conference rooms, break rooms, and storage areas.
5. Notify vendors (mail, coffee, equipment, scanners, and copiers) of address change.
6. Packing materials can be picked up from a supply area designated by the move coordinator for your department.

## CONSOLIDATION & ORGANIZATION

- ◆ All employees are encouraged to clean-out and dispose of unwanted items. A location should be designated within your department for items to be shredded, recycled, or disposed of.
- ◆ Please go through your files and eliminate or archive any unnecessary files.
- ◆ Furniture that is either broken or no longer needed should be marked for removal to be sold or recycled. Departments are responsible for completing any disposition of property forms.

## CONFIDENTIAL OR SECURE FILES

- ◆ If you have confidential files or information that requires security during relocation please make arrangements with your move coordinator to manage this.

## FURNITURE ITEMS

- ◆ **Desks:** Remove all items from desk drawers & surfaces. Paper clips, pencils and other loose items should be sealed in envelopes and packed in boxes. Protect all glass or breakable items with paper or other material before packing.
- ◆ **Bookcases:** All contents should be packed in boxes. After packing, remove the shelves and tape together. Remove the shelf pins and pack in an envelope. Label all bags, boxes, & envelopes. *Note: If furniture is attached to walls do not attempt to remove.*
- ◆ **Supply, Storage, or File Cabinets:** These cabinets cannot be moved with the contents intact. Pack all of the contents in cartons, and secure the drawers/doors by locking or with tape. *Note: If the file has a punch-in lock and you do not have the key, wrap tape around the lock to avoid accidental locking.*
- ◆ **Marker & Bulletin Boards:** Label each item and leave against the wall. *Note: If an item is secured to the wall leave the item in place and do not damage the wall by attempting to remove it. Contact your move coordinator for assistance in relocating this item.*
- ◆ **Trash Containers:** Trash receptacles should remain in the existing room/building they originated from. If your new office does not have a trash container please contact your move coordinator.
- ◆ **Artwork:** Artwork should be properly protected utilizing paper or bubble wrap and leaned up against the wall when ready to be moved. Make sure to label all artwork.

## EXCHANGE OF FURNITURE/EQUIPMENT INVENTORY

The process for handling unwanted furniture or equipment is as follows:

- Identify any items that are no longer needed by your department and clearly label them for removal or recycling.
- Refer to [PPM 6510.65](#) Disposition of Property for steps to remove items from your inventor.
- Advertise the available pieces on the DFS [Surplus Property website](#).
- Complete a disposition of property form as required in PPM 6510.65.
- Any furniture or equipment that is not desired should be disposed of by the department who is vacating the space and originally owned the furniture.

## OFFICE EQUIPMENT

- ◆ Conduct an equipment inventory to identify what will be moved and to what locations.
- ◆ **Small Office Equip:** (scanners, printers, etc.) Do not pack these machines in boxes. Leave the machine on top of the desk or stand. Verify that all components have been disconnected and that cords are packed in a ziploc bag or similar. Label all equipment and associated components.
- ◆ **Large Office Equip:** (copiers & computers) Verify if any equipment is leased. All leased equipment should be moved by the vendor. Be sure to update your contact information with the vendors when they move your equipment. Contact IT for assistance with relocating desktop computers or other large electronic items.
- ◆ **Specialty Equip:** Some specialty equipment may require an electrician, plumber or other professional to assist with disconnections and relocation. Please notify your move coordinator if you have this type of equipment so that the proper arrangements can be made to relocate these items.

## LABELING INSTRUCTIONS

- ◆ Label every item (box, bag, furniture component, equipment) that is to be moved.
- ◆ If an item is not labeled it will not be moved.
- ◆ Be sure to fill out all of the information on the label and tag each item with the same label information.
- ◆ **Location of Furniture in New Office:** please provide a sketch of your preferred arrangement of furniture for your new office so that the movers know where to place your furniture. You can use either a blank piece of paper or download a floor plan from the space management website.
  - [http://www.k-state.edu/facilities/projects/space/inventory/floor\\_plan/](http://www.k-state.edu/facilities/projects/space/inventory/floor_plan/)

## MOVING CHECKLIST

- Desk, file cabinets, & storage cabinets are empty
- Items hung on the wall have been taken down and labeled
- Breakable items are properly packed & protected
- Electronics/Computers are disconnected, packed, & labeled
- Personal items are prepared for move (*do not tag personal items with colored moving labels as that will cause confusion for the movers*)
- Everything is labeled and labels have been filled out with complete information
- Keys – designate one person to return old keys and request new;  
Email: [keycontrol@ksu.edu](mailto:keycontrol@ksu.edu)
- Fill out change of address forms and return to central mail
- Contact IT to relocate phone numbers & servers
- Exchange of Furniture Inventory