



## Campus Move Checklist

Date:	
Project Name:	
Project Manager:	
Project Location:	<b>Existing:</b> _____   <b>New:</b> _____
<b>As Soon As Possible</b>	
<input type="checkbox"/>	Designate Move Coordinator for your department, see Design & Construction (D&C) Move Guidelines for description of role
<input type="checkbox"/>	Approve project budget as provided by D&C
<input type="checkbox"/>	Approve signage as coordinated by D&C, typically completed no later than 1 month prior to move
<input type="checkbox"/>	Approve furniture & overall floor plan as provided by D&C, typically completed 2-3 months prior to move
<input type="checkbox"/>	Review user responsibilities from campus operations (lock shop, NTS, parking, etc) and contact necessary parties
<input type="checkbox"/>	Provide Network Telecom Services with network port numbers once construction is complete
<input type="checkbox"/>	Create moving announcements for distribution to staff, vendors, students, etc.
<input type="checkbox"/>	Engage your department IT team so they can prepare for the upcoming move
<b>One Month Prior to Move</b>	
<input type="checkbox"/>	If moving to an off-campus or leased building, you will be contacted within this month by the building manager. S/he will work with move coordinator to schedule a building tour and orientation, providing you with necessary procedures and contacts for the building. This will assist with getting your team acquainted to the building and building manager.
<input type="checkbox"/>	Familiarize yourself with parking, janitorial, recycling and trash services in the new building
<input type="checkbox"/>	During this month, your D&C Project Manager will reach out to schedule a Pre-Move Meeting with Move Coordinator and key team members. This meeting is to review details regarding the actual move.
<input type="checkbox"/>	Ensure necessary parties have been notified of your address change; including U.S. Postal Service, Parcel, Campus Mail (use campus 4 digit address for US Mail & Parcel), UO Phone, UO Electronic, UO websites, Infographics
<input type="checkbox"/>	Par down supplies as move date approaches
<input type="checkbox"/>	Schedule all borrowed or leased equipment to be serviced by appropriate companies prior to move (floor printer/copier and confidential shred bin, for example)
<input type="checkbox"/>	Inform your IT staff of the date scheduled for move. Some IT departments prefer to move the equipment separate from the "people" move, coordinate with them if that is the case and inform D&C Project Manager. If not, the moving company will move computer/phone equipment.
<input type="checkbox"/>	Designate space within current office as 'staging area' for packed boxes
<input type="checkbox"/>	Request initial order of moving boxes and tape so you can begin packing, to be coordinated by Project Manager
<input type="checkbox"/>	Review 'Packing How-To', as provided by move company, with staff to ensure everyone knows proper labeling and packing procedure
<input type="checkbox"/>	Review any orders in process to ensure correct delivery
<b>During Packing - see moving company guidelines (these will be provided by D&amp;C PM at your pre-move meeting)</b>	
<input type="checkbox"/>	Empty all desks, drawers and filing cabinets *bottom 2 drawers of wide lateral filing cabinets can remain full if the cabinet is being moved to new location* *tall thin filing cabinets can remain full, unless instructed otherwise by movers*
<input type="checkbox"/>	Label all boxes and equipment, per guidelines provided by moving company
<input type="checkbox"/>	Place packed boxes in designated staging area, if possible
<input type="checkbox"/>	Prepare for walk-through with Interiors Planner to label all furniture that will be relocated to the new space
<b>Week of Move</b>	
<input type="checkbox"/>	Request staff remove all personal items from refrigerator
<input type="checkbox"/>	Make any special arrangements to move fragile or sensitive materials
<input type="checkbox"/>	Clean out cabinets in breakroom/kitchenette
<input type="checkbox"/>	Plan for designated work area for staff who may want to work offsite the day prior to the move and the day of

<b>Day Prior to Move</b>	
	Shut down computers and disconnect, ensure all parts/pieces are labeled for the move
	Leave keys in cabinetry and lockable systems furniture
	Ensure all trash cans & recycle bins are emptied and labeled for new location
	Unplug all phones, ensure they are labeled for the move
<b>Day of Move</b>	
	Plan for only one person at current site during move day. Faculty/staff can enjoy some time off or work remotely
	Plan for only one person to be on site at the new location
	Do not plan to unpack any boxes until move is complete and movers have left the site
<b>After Move</b>	
	Begin to unpack, plan for at least half-day of unpacking to get the department up and running again
	Coordinate hanging of items that need to be wall-hung (art, bulletin boards, etc) with Zone Manager. Contact Customer Service to place a workorder for this. (csc@uoregon.edu or 541.346.2319)
	Inventory all items that were relocated and inform D&C Project Manager if any items are missing or damaged
	As you settle in to your new space, acquaint yourself with the new building manager & processes. Work with building manager if any building specific questions arise.