



MOVE CHECK LIST

DEPARTMENT: _____ **MOVE DATE:** _____

Communication is the key to a smooth move. The sooner you let the service departments know about your move, the better we will be able to help you. Once you have your move date, email moves@unthsc.edu and contact the Maintenance Foreman at 817-735-5181. Please refer to Move Contact List for contact information.

2 WEEKS BEFORE MOVE:

- Mark and identify on floor plan who is in what office
- If more than one office is moving, the maintenance foreman will coordinate a meeting for all involved parties.
- Each department will need to designate a point of contact person for the move.
- Work Order submitted to ITS to move computers (see move spreadsheet)
- Email telecommunications to move phone/faxes (see move spreadsheet)
- Work order to Biomedical Communications if necessary to move copiers.
- Work order to move furniture. Fax ETN to 817-735-0300*
 - If large move send a spreadsheet with work order for property control and ETN later.
 - If small move send ETN with work order.
- Separate work order for wall mounted shelving to be moved & identify wall to be mounted.
- Notify Records Management
 - When moving records
 - When moving shredder
- Facilities Work Order to re-key new office.
- Facilities Work Order for crates for the move.
- Hard surface floor work - heavy or large items should be on separate work order & coordinated with Facilities Management to move out

1 WEEK BEFORE MOVE:

- Facilities work order for new signs
- Notify Custodial of move to schedule cleaning of new space.
- Work Order for custodial for carpet cleaning needing to be done in new space.
- Key Request for new keys
- Notify Mail Department regarding move.
- Notify Central Receiving regarding move.

3-5 DAYS BEFORE MOVE:

- Diagram office placement (on drawing show furniture, computer, printer, fax, etc) place on wall of new office
- Quickly meet with key players & service areas to make sure all details are covered.
- *Pack all items in desk, bookcases, and file cabinets – pack fragile items separately and mark “fragile”
- Pack personal items separately as it is employee responsibility to move personal items including plants
- Label all furniture, equipment, etc. and crates/boxes with name and office number or cubicle location
- Leave a large crate (if using crates) for ITS to pack computer equipment.
- Notify campus regarding moves via Daily News, Campus Connection, etc.

AFTER MOVE:

- Follow up with property control with your ETN's.
- Notify Telecommunications & ITS with new room assignments to update internal records.

*ETR or ETN must be completed and submitted prior to the relocation of any times and this includes all equipment & furniture

*All boxes should be packed fully. Pack carefully, UNTHSC staff is **not** responsible for damage to, or loss of the contents of packed containers.



MOVE CONTACT LIST

TASKS	DEPARTMENT	CONTACT INFORMATION
To move computers/printers	ITS	Email to ITS Helpdesk helpdesk@unthsc.edu
To move furniture & receive moving crates	Facilities Management	Facilities Work Order http://intranet.hsc.unt.edu:90/home.html or link off of intranet home page
To move phones & faxes	Telecommunications	Email to Telecom Office telecom@unthsc.edu
Extra Trash	Custodial Services	Call Ext 2182.
Move Medical Records	Records Management	Email Records Management Office recmgmt@unthsc.edu or call Ext. 5011
For records archive boxes and bags for material to shred	Records Management	Email Records Management Office recmgmt@unthsc.edu or call Ext. 5011
Signage	Facilities Management	Facilities Work Order http://intranet.hsc.unt.edu:90/home.html or link off of intranet home page
Key Requests	HSC Police	http://www.hsc.unt.edu/departments/police/forms/key_request.pdf
Badge Access	HSC Police	http://www.hsc.unt.edu/departments/police/forms/key_request.pdf
Locks	Facilities Management	Facilities Work Order http://intranet.hsc.unt.edu:90/home.html or link off of intranet home page
Painting	Facilities Management	Facilities Work Order http://intranet.hsc.unt.edu:90/home.html or link off of intranet home page
Need Furniture	Construction Management	Furniture Request and Acceptance Forms
Carpet Cleaning/Shampoo Hard floor cleaning	Custodial Services	Facilities Work Order http://intranet.hsc.unt.edu:90/home.html or link off of intranet home page
Change Mail Location	Mail Services	Call Ext. 2219
Change Receiving Location	Central Receiving	Call Ext. 2155
Move Copiers	Biomedical Communications	Email Copier Service Office copierservice@unthsc.edu
ETN's Inventory Change	Property Control	http://intranet.hsc.unt.edu/departments/purchasing/Documents/Property%20Control/EquipmentTransferNotification_01.pdf