



UNIVERSITY OF NORTH TEXAS™

FACILITIES MANAGEMENT & CONSTRUCTION

MOVE PREPARATION

PRIOR TO YOUR MOVE...

Have you filled out a Move Matrix for the relocation of your telephones?

Facilities works to coordinate the relocation of telephone lines so that it happens as closely as possible to the physical box move of the department's belongings. This ensures your department the least amount of "down time" during your relocation.

The tool we use to communicate such changes to CITC is called a Move Matrix, and should be filled out as much in advance of your relocation as possible. The matrix should include all telephone lines that will be relocated, as well as any faxes, networked printers, and any other special requirements within the department.

Do you have a copier that needs to be relocated?

If you lease a copier, the owner of the copier must relocate the equipment in order to keep from violating the terms of the lease. Once you know your move date, contact the owner of any special equipment your department utilizes so that they can send the proper technicians to handle the relocation.

In addition, please make sure Facilities is aware of any special equipment you possess so that we can ensure there is adequate power and network capabilities available in the new space for those items.

Have you requested keys to your new space yet?

Once your move has been scheduled, Key Request Forms will need to be filled out for all employees with the department who will need access to the new space. These forms need to be submitted to Access Control enough in advance of your move for them to be able to fulfill your request. The department is responsible for filling the forms out, submitting them, and picking up the keys when they are ready. Key Request Forms can be found on the Facilities website under "Resources".

Have you packed?

Each department is responsible for packing their own items. Boxes may be obtained from UNT Recycling free of charge. Please keep the following in mind:

- Allow yourself adequate time to pack
- Keep any important documents, files, or items that you may need during the move process in an easy-to-find location
- Label all boxes, miscellaneous items, pieces of furniture, and each piece of your computer equipment with a separate move label indicating the destination room number
- Pack all loose computer components in a separate box; this includes all cables, the keyboard, mouse, speakers, and any other associated accessories. **In addition, you will need to unplug your telephone and pack it and the telephone cord in the same box as your computer components.** Label the box "COMPUTER/PHONE"
- All move labels should be legible with the destination location and the associated last name of the owner
- Vertical filing cabinets do not have to be emptied if they can be locked. Lateral file cabinets over two drawers high will need to be unloaded, contents packed in boxes, and locked as well.
- All boxes should be securely sealed, especially the bottoms
- All boxes should be "one man" boxes (< 75 lbs per box)
- Items without a move label will not be moved
- **Any breakables, plants, or other fragile personal items should be moved prior to the relocation, or taken home and brought back after the move.**

Who will be the main contact within your department?

Please elect one individual to be the main point of contact throughout the relocation process and provide the Project Manager assigned to your relocation with detailed contact information for that person. Any additional move requests should be routed through this person for the Project Manager to handle. **Please do not make requests directly to the moving contractor, as any changes to the scope of work can affect the price of the move.**

This person will need to be on-site throughout the process of the move to work in conjunction with Facilities, the moving contractor, and Telecomm.

THE DAY OF THE MOVE...

What time will the movers arrive?

When your move was scheduled, your Project Manager should have given you a general idea of when the movers should arrive. We cannot provide an exact arrival time, as their schedules fluctuate frequently due to traffic, weather, and even changes in scope of work at their previously scheduled jobs. We appreciate your patience and understanding.

Forwarding phone calls

Because your telephones will physically be packed in boxes during the move process, and because Telecomm will be working to relocate the extensions to the new space(s), you will not be able to answer phone calls on your land line. Any phone calls received during that "down time" will go to voicemail unless the calls are forwarded to another number. Some users choose to forward their calls to their cell phone, some choose to leave one phone unpacked and plugged in at its' current location to make and receive calls during the process (until Telecomm switches that line over to the new space), and some choose to forward calls to a main phone number, such as a receptionist. The decision of how to handle missed calls during the move process is left to the discretion of the department; however, feel free to contact your Project Manager if you have any questions or concerns regarding this aspect of the move.

Changes in scope of work

It is very common for departments to discover items that they hadn't previously planned on relocating, or items that they forgot they had. This situation is not one that should cause problems, but please keep the Project Manager apprised of any such changes so that they can keep the account holder informed of any changes that may occur to the budget cost as a result.