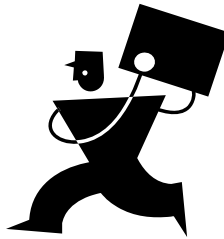


# Illinois State University

Facilities Planning and Construction

## Moving Guide



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## **Advance Planning**

As you plan your move, there are several steps to consider and schedule. This guide lists many of the administrative activities that are involved in a large move; **you will need to adapt the guide to meet your specific needs.**

If you have any questions about this guide or the move process in general, please call the University Move Coordinator in the Office of Facilities Planning and Construction at 438-8606.

The University Move Coordinator will work with the Mover Foreman to determine whether Facilities Movers or outside movers will provide services for your move. The University Move Coordinator/Move Foreman will walk through your current location to see how much you will be moving. They will then be able to forecast the amount of time required for your move.

### **Select a move coordinator**

It is very helpful to select someone in your office to function as a move coordinator for your relocation. This person will coordinate your needs, expectations, and project schedule with all of the groups facilitating the move. This person is responsible for sharing pertinent move coordination information with your department staff. You may also want to assign someone to coordinate the voice/data orders for your group, depending on the complexity and size of the move.

In most cases you will have already worked with staff from Facilities to develop the project scope, budget and design for your relocation. However, you will be working with many other units across campus as you plan and implement your move. These groups may include Telecommunications, Property Control and possibly outside vendors and suppliers.

## **I – Moving Issues**

### **Day before Move:**

- Have computer support staff label and disconnect your computers and peripherals, pack them in boxes, and remove them from your office before any furniture is removed. Boxes will be provided for this purpose. If your station has personal items attached (sticky notes, pictures, etc.), it is helpful if you remove these ahead of time and pack them with your other personal items. It is recommended that you move any personal items (i.e. radios, artwork, and plants) yourself.
- Identify a secure room at your new location where the equipment can be stored temporarily. This may be a conference room, or an office that is moving the final day of the move.
- After your furniture has been reassembled at the new location, you will need to have computer support staff return to reconnect your computer equipment and test it.

### **Boxes**

- Boxes, packing tape and labels will be provided as part of the move contract. Please contact the University Move Coordinator or Move Foremen for any additional packing supply needs.
- Departmentally purchased file boxes and/or provided boxes are accepted. Other type or size boxes are not acceptable and will not be moved.
- Do not write on the boxes.

- Put your last name, the building abbreviation and room number of the new location on provided labels, on the box. Put labels with this information on all sides of the boxes as well as the top.
- Boxes should not exceed 50 pounds.
- Do not block the entrance to the office with boxes. Many times furniture is moved first.
- Put all unused/unpacked, flattened boxes in a departmentally designated secure location.
- Notify the University Move Coordinator when boxes are ready to be picked up.

## Moving

- Provide a list to the University Move Coordinator/Move Foreman of who is moving, list both current and future locations, and organize the list by move date.
- Desk size wastebaskets and recycling bins will need to be moved and must be emptied as well as tagged with furniture tags. Large wastebaskets and recycling bins will be provided at the new location.
- Please check with the copy vendor if you have a maintenance agreement (ISU Xerox agreement, etc.). The leasing company is the only one authorized to move leased copiers. Warranties may be voided if moved by unauthorized movers.
- Sort materials and recycle unwanted items prior to moving to reduce the amount of materials being moved. Be sure to request confidential and non-confidential large recycling bins or totes for recycling well in advance.
- Trash left in rooms will result in charges made to department for cleanup.

## Furniture

- Freestanding files must be unloaded and locked. If the files cannot be locked, the drawers must be taped shut.
- All furniture (file cabinets, desks, credenzas, shelves, bins, etc.) should be unloaded prior to the move.
- Please label all furniture (including all desk parts, components, shelves) with the building abbreviation and room number of the new location.
- Furniture that is not labeled will not be moved.
- The University Move Coordinator/Move Foreman will need a diagram or floor plan of your new office to show the proper placement of furniture in the office. Facilities Planning can assist you in creating these plans or providing building floor plans.

## Details

- It is very helpful to have a departmental representative to direct the University Move Coordinator/Move Foreman and to answer any questions.
- Specify an area in the building where boxes can be stacked for removal. Please remove or cut the tape on the boxes and flatten them for pick-up.
- In order to avoid charges for boxes, the departmental representative should call the University Move Coordinator/Move Foreman and specify where the boxes are to be picked up and how many are being returned.

## Special Moving Arrangements

- You may have office or lab equipment that needs to be moved by an outside vendor. Please contact the vendor to discuss any special requirements and to allow adequate time for developing a move schedule.
- You may need to work with an outside moving company or Facilities Management to move equipment that requires special handling or is just too large for Facilities Services to move. It is important to identify these pieces of equipment early in the project. If an outside vendor is needed, Purchasing will need to facilitate the bidding process and award the contract.
- If the equipment has any special connections to services (such as gas, water, compressed air), it will need to be disconnected prior to the move, as well as re-connected at the new location. This will require coordination with Facilities Services staff or an outside contractor.
- Please inform the University Move Coordinator if you are using any other vendors for moving. Coordinating all these activities is very important. The move schedule may be affected by building completion, access to the loading dock, access to the service elevator, and the ability to reconnect the equipment as needed.
- If you are moving white boards, shelves or other equipment/furniture that is fixed to the building, please contact Facilities Management to remove the equipment and reinstall it in the new location.

## Environmental Health & Safety

- Special arrangements may need to be made with the department of Environmental Health and Safety if your move involves the transport or disposal of any hazardous materials such as laboratory reagents, gasoline, paints, etc. Please call them at 438-8325 or visit their website at [www.ehs.ilstu.edu](http://www.ehs.ilstu.edu)

## II - Building Issues

### Signage

- You will need to work with Facilities Planning to purchase University standard interior and exterior signage. If you are moving into a new building, new signage may already be provided. If new signage is planned as part of the project, you will need to provide a list of personnel and specific rooms requiring individual signage. Modifications to a central building directory may be needed if your group is moving into a multi-tenant building.

### Keys/Building Access

- Please coordinate all security needs with the University Move Coordinator/Facilities Management Key Shop. This would include interior and exterior keying requirements. Please consult the ISU keying policy at <http://policy.illinoisstate.edu/facilities/6-1-11.shtml>

### **Parking**

- While moving personal items, please follow all University parking regulations. Please do not obstruct any entrance or loading dock. These areas are reserved for contract movers and equipment deliveries.

## **III - Mail and Communication Issues**

### **Mail Services**

- Please coordinate your postal needs with Mail Services at 438-8383.

### **Telecommunications and Network Support Services**

- Please contact Telecommunications and Network Support Services at 438-8731 for move of voice and data services.
- All moves require relocation of voice and data services. You, along with the University Move Coordinator/Project Manager, will work with your Telecom representative to develop an order for your telephone and data service regardless of who is paying for the move. In most cases, phone numbers will remain the same. You will need to determine if the project budget allows for new telephone equipment, or if you will be moving your existing sets. If moving existing sets, pack them with all other office belongings to avoid misplacement.
- Telephone Service Request Information and Forms are available at [www.tnss.ilstu.edu](http://www.tnss.ilstu.edu)
- Telecommunications and Network Support Services would like at least 60 days notice prior to your physical relocation. If you are moving a large group or into a new building, it is better to contact your Telecommunications and Network Support Services representative as soon as feasible, to allow for adequate planning and installation time.
- Phone and data locations should also be checked on the construction drawings to ensure that the services you need correspond to the furniture arrangement in the room.
- Please make Telecommunications and Network Support Services aware of any critical services that need to be maintained during the move.
- Please contact Telecommunications and Network Support Services with any changes that will need to be incorporated into the new University phone book.

## **IV - Occupancy Issues**

### **Furniture and/or Equipment Delivery and Installation**

- For the purpose of this guide, we will assume that you have worked with staff in Facilities Planning to develop a floor plan for your new or remodeled location.
- Furniture and equipment orders will be placed well in advance to meet the projected move-in date. Appropriate delivery and installation intervals will be established. The availability of the dock and the service elevator should be considered when scheduling

deliveries. If you are moving into a new building and the moves are phased in over a period of time there may be construction activity in the building or outside in the dock area at the time of the move. Construction activity may complicate the move schedule.

- Facilities Planning and Construction, Central Receiving and Purchasing will work with you to coordinate the receipt, delivery and installation of all new furniture and equipment.
- If electrical services are being provided through the raceway of the modular furniture systems, or if new equipment requires hook-ups to building services, either Facilities Services or the building contractor will need to be involved. Please allow time in the schedule for this work to be completed prior to the move.

### **Surplus Furniture and Equipment**

- If you have surplus furniture and equipment, please contact Property Control at 438-3150 to discuss options. If you have a large amount of surplus you may want to have Property Control do a walk through. You must also call Facilities Management at 438-5656 for coordinating the move of all furniture/equipment.
- If the furniture is attached to the wall, or requires disassembly, please contact Facilities Management. Also, if equipment is connected to building services (electrical, water, etc.) please contact Facilities Management at 438-5656 or contact the University Move Coordinator. Environmental Health and Safety must be contacted regarding disposal of equipment used in connection with hazardous materials. It is your department's responsibility to fill out and return a Surplus Removal Request Form for all equipment/furniture returned to Property Control.

### **Problems, Modifications Additional Needs**

- After you move, there may be modifications required in your new location. Please compile a list of all the requests and provide to the University Move Coordinator/Project Manager. We recommend that you allow a couple of weeks for a settling-in period before requesting any major modifications. This is especially true during a large, complex move.
- Contact Project Manager immediately regarding safety issues.