



## Transport Services – Moving Checklist

### 2 Weeks Prior to Moving

- Establish a Move Coordinator to coordinate with the departments involved (e.g. Telecommunications, Facilities, ATUS, and Transport)
  - Have them fill out a [Transport Services Request form](#)
- Request packing materials from Central Services (x2546) – boxes, tape, etc.
  - Please note, you can request additional packing items throughout the moving process
  - Link: **Moving Labels Template**
- Pack all books, files & folders, etc. which won't be required prior to moving
- Completely empty lateral filing cabinets
  - Letter & legal size filing cabinets must have top 2 drawers empty
- Color tag all boxes and furniture with names and new room numbers
  - Color coding different colors for each new location makes moving easier
- Create a scaled drawing layout of your new office with desk positions, filing cabinet locations/etc.
  - This assists us in setting up your new office with minimal re-arranging once all furnishings have been transported
- Sequentially number all furniture which comes in multiple pieces/parts (i.e. desks)
- Advise Facilities Management (**x3420**) of any fixtures, furniture, pictures, etc. which will require disassembly on the day before moving.

### 1 Week Prior to Moving

- Pack all personal and desktop items and empty any desk/etc. drawers of unnecessary items
- Pack up all common facilities as well if necessary (break rooms, meeting rooms, etc.)

### 1 Day Prior to Moving

- Pack all personal and fragile items, plants, etc. and transport them to your new location
- Ensure Facilities Management has disassembled all fixtures and furniture for transport

### Day of Move

- Tape a copy of your scaled drawing layout to the door or entrance wall of the new location
- Unpack your boxes as they arrive at your new location
- Flatten all empty boxes and set to the side for Transport Services to pick up at a later date/time, after you are fully moved in

### Important Final Notes

Transport personnel will do weekly follow-ups to monitor progress and to provide help and suggestions as needed. We will also be happy to assist in moving furniture around in the new offices after the whole move has been completed.