

Insert Military Service  
Branch emblem (i.e. Air  
Force, Army, Navy)

## *Sample Departmental Move Guide*

# MOVING INFORMATION GUIDE

**Project Name**

**Installation Site**



Contractor Logo

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Instruction: Move guides are to be used to communicate transition instructions to department personnel impacted by the moves. Detail items such as packing & labeling instructions, assigned department POCs to handle user questions, computer/printer handling, guidelines for move prep and post move support activities. Final Move Guides are to be department specific identifying move information unique to that department.

## 1. Packing Instructions

- Equipment used during this project will be
  - Equipment Carts & Book Carts
  - Moving Crates & Speed Packs
  - Computer Bags
  - Move Labels
- Most items you pack within your area will move within the moving crates
  - Moving Contractor packs & labels:
    - All medical equipment
    - Computer equipment
    - Product on wheels or bolted to the walls
    - Files & Supplies
    - Breakrooms, storage rooms, etc.
  - Department Personnel packs & labels:
    - Offices & Cubicles
    - Work benches
    - Personal belongings
- The Moving Contractor will execute the physical move
- Moving equipment is recycled throughout the relocation process
  - Please remove old labels from equipment
  - After your department moves, empty moving equipment and place in designated locations
  - **Moving crates are to be emptied within five (5) days after your move**

### 1.1 Equipment Carts & Book Carts

- Equipment carts are typically used for computer equipment and medical equipment.
- Book carts are typically used for books and files.
- Carts will be packed full, destined for multiple locations
  - **Do.....**Ensure all items loaded onto carts are labeled to the correct locations
- Fully loaded equipment carts and book carts will be wrapped with shrink wrap to prevent access to cart contents as well as prevent items from falling off of the cart

## 1.2 Moving Crates

- Moving crates are to be used for loose desk contents as well as any last-minute items
- Helpful packing guidelines:
  - Set your first (EMPTY) crate on the dolly and roll it to the area to be packed
  - Pack contents ensuring the lids will close securely, close lid and affix a move label to the end of each crate – not the top or the sides
  - Place the **second empty crate** on top of the first, making sure they fit snugly
  - Pack the second crate as you did the first and continue packing, stacking crates only three high on each dolly
  - **Don't**.....Lift a packed crate
  - When you arrive at your new location, unpack crates (stack them inside each other, placing them back onto the dolly, for the movers to come by and pick up)



## 1.3 Speed Packs

- Speed packs are an excellent way of packing bulky items
- Examples - crutches, teaching easels, birthing balls, etc.
- **Don't**.....Place fragile items in speed packs



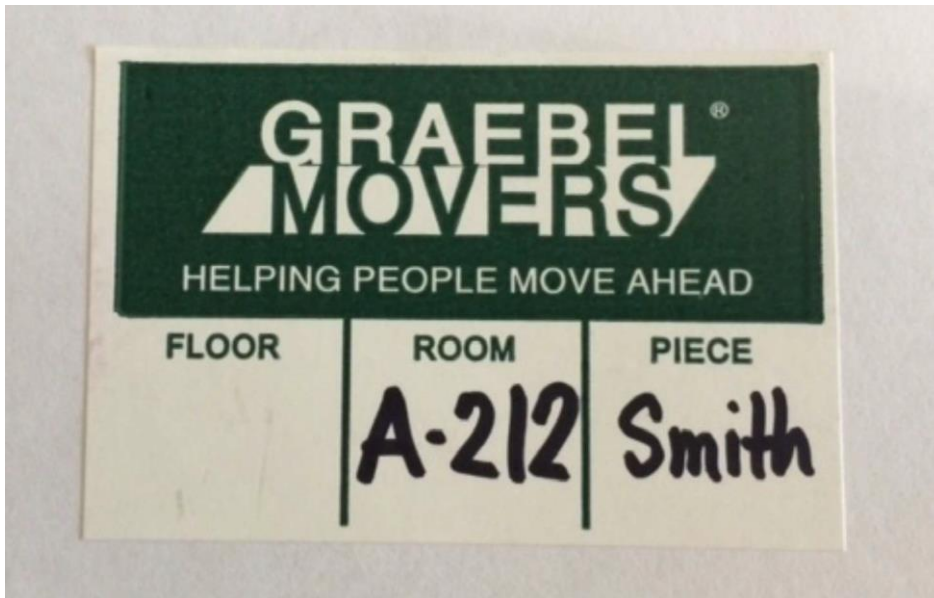
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## 2. Labeling Instructions & Materials

### 2.1 Label Instructions

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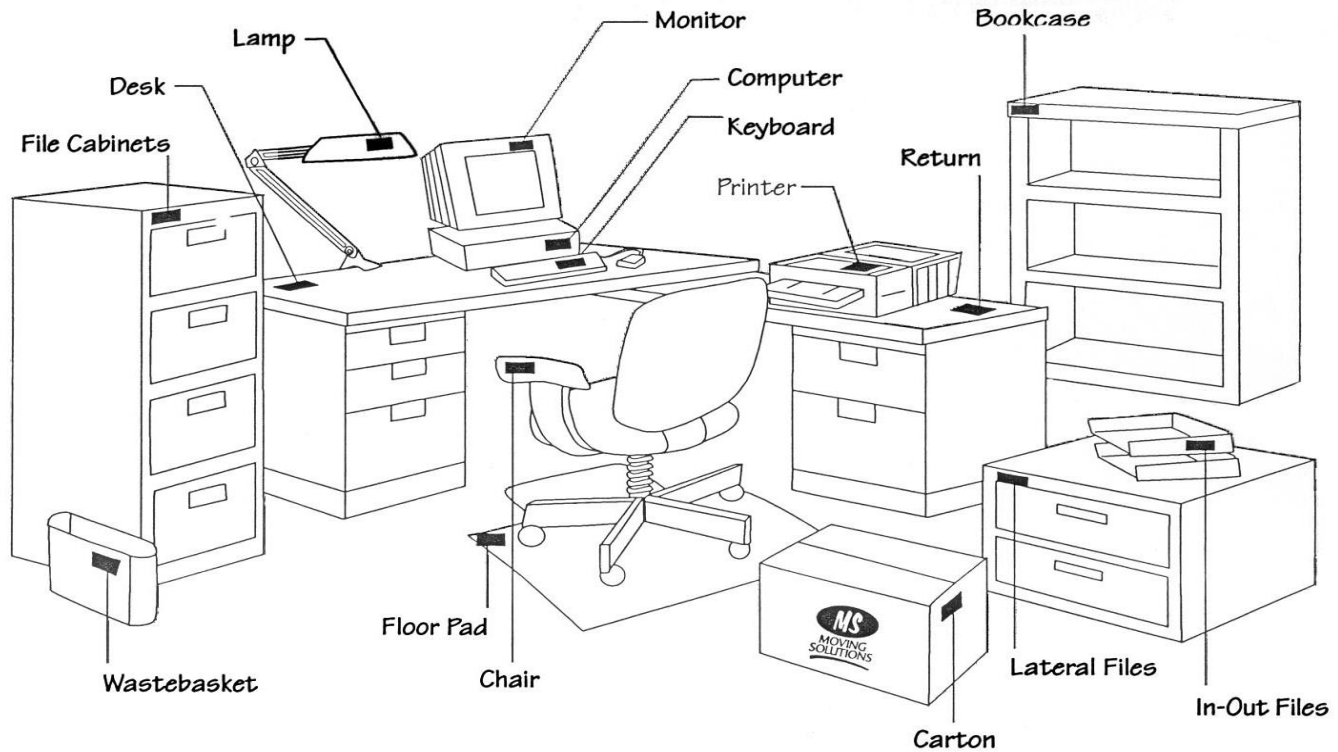
- Write your office/workstation location on the label. You may want to count and number your Crates on the label, i.e. '1 of 3':



- Follow the illustrations shown in the next section to ensure the color-coded move labels are placed in a uniform manner. The mover needs this uniformity to place your contents and equipment quickly and efficiently in your new office or workstation.

**REMEMBER:** We move by **COLOR** and **LOCATION NUMBER**  
If an item is not labeled, it **will not** be moved!

## 2.2 Placement of Labels



## 3. Computer Equipment

### 3.1 Computer Labeling

- The Systems Department will coordinate disconnection and reconnection of all computer related equipment
  - Computer Equipment must be labeled individually - CPU, monitor, printer, scanner, fax machine, keyboard, etc.
  - Once disconnected, cables & peripherals (keyboard, mouse, etc.) are to be placed in the large zip lock bag provided (see below). The label on your keyboard should show through the bag.

### 3.2 Large Zip Lock Computer Bags

- Re-sealable ziplock bags will be provided for every computer
- This bag is for the keyboard, patch cables, power cords, mouse, mouse pad, speakers and surge protector if applicable.
- Ensures all parts of the computer reach their final destination.
- **Do.....Use one bag per computer, printer, scanner, etc.**
- **Movers will gather ziplock bags and transport on an Equipment Cart – do not pack in crate**
- **If applicable** – The name of the computer should be added to the label on the bag (some keyboards, mice, peripherals are specific to the PC). This is especially important in rooms with more than one computer in them.



- If you have multiple systems and they are not named, you should tag each system with your location number and A, B, C, etc.
- For example – Office #284 has multiple systems:
  - First computer labels read “284-A”
  - Second computer labels read “284-B”
- **Laptops and Tablets should be taken home during the move period**
- The keyboard label will show through the ziplock bag. No need to label the outside of the bag.

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## TIPS ON: Packing / Labeling Do's

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- Pack items used less frequently days ahead. Do not save packing for the last day.
- For easier label removal, fold one corner under before applying
- Label all Crates on the ends, not the sides, top or bottom
- Pack contents of all furniture, storage cabinets, workstation file storage, etc.
- Pack everything that will fit into a Crate. Label all items that are too large for a Crate.
- Label every item that has been approved to move. (Tags generally do not adhere to plastic or fabric; therefore, you may need to use tape).
- For your safety, unload file cabinets from the top drawer down. Load your file contents from the bottom drawer up, to keep cabinets stabilized.
- Place loose little items (pens, paperclips, safety pins, etc.) in an envelope so they won't spill and pack in Crate
- Count and number your Crates on the label, i.e. '1 of 2,' or '1/2'. This will help you account for all of your Crates. It also helps to keep a list of the contents with you, as it makes it easier to identify critical items needed for opening day.
- Keep pathways around your workspace & egress routes clear
- Clean up the trash in your area. **Everything in your work area must be prepared to move!**

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## TIPS ON: Packing / Labeling Don'ts

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- **Don't**.....pack/label breakable personal items as the moving company is not insured should these items get damaged. Take breakable personal items home with you before the move.
- **Don't**.....leave a Crate open or over-stuffed. The items inside could be crushed or lost.
- **Don't**.....re-pack items that are already packed in other cardboard boxes. Just make sure the boxes are securely closed and labeled on the ends, not the sides or top.
- **Don't**.....stack your Crates over three high
- **Don't**.....remove anything attached to the wall (medical equipment which is mounted or affixed to the facility in any way)
- **Don't**.....leave unwanted supply items (notepads, pens, trays, etc.) in your area. Any excess supplies can be turned in to Facility Management.



## 4. Final Move Prep

### 4.1 Move Checklist

- Our goal is to provide a seamless transition with minimal interruption to day-to-day operations
- Preparation is the key to success! Please use the checklist below as you're preparing for your move.

#### Move Checklist

DONE ✓	TASK
	<b>Take home fragile or oversized personal belongings and laptops</b>
	<b>Pack and label all crates with new location number. Tip: Sequential numbering helps – i.e. 1 of 10, 2 of 10, etc.</b>
	<b>Label computer equipment – CPU, Monitor &amp; Keyboard. Multiple computers – label first computer unit with office/cube # and “A”, second unit with office/cube # and “B”, etc.</b>
	<b>IT will Completely disconnect computers, printers, etc. Pack cables, mice &amp; keyboards in zip lock bags provided. Use one zip lock bag per computer, printer, fax, etc.</b>
	<b>Leave furniture keys in drawers.</b>
	<b>Dispose of all trash prior to move day. Don't leave unwanted supply items (notepads, pens, trays, etc.) in your area. Any excess supplies can be turned in to Facility Management.</b>
	<b>Stack no more than 3 moving crates onto 1 crate dolly. Always place the first crate on a dolly before packing. Simply close the first crate and repeat the process. DO NOT try to lift loaded crates!</b>
	<b>If you must lift something from the floor, bend your knees (not your back), get a good grasp, and bring the load in as close to your body as possible and lift with your legs, not your back.</b>



## 5. Post Move Help Desk

### 5.1 Post Move Support

- Post move support will be offered the first day of business in your new location.
- When you arrive for duty, check your area thoroughly for any move related issues.
- A blank *Post Move Service Request Form* will be at your desk when you arrive. Extra *Post Move Service Request Forms* will be available from your Transition Planner.
- Report the following issues by completing the *Post Move Service Request Form* (sample attached as part of these Move Instructions). Forms will be gathered by the support team and forwarded to the appropriate staff member for priority handling.
  - **Computers, Printers and Telephones** – issues that prevent an employee from performing their job function will be given highest priority
  - **Lost or Missing Items** – Crates and other miscellaneous items that are not labeled will be placed in “Lost and Found” – location to be determined
  - **Furniture** – If you are experiencing difficulties with your workstation or office furniture
  - **Other Move Related** issues
- As you unpack, place your empty Crates outside your new work area. The movers will collect the empty Crates throughout your Post Move days.
- **Moving crates are to be emptied within five (5) days after your move**

### 5.2 ITD Help Desk

- ITD will be expecting a larger than usual number of requests for assistance following your move
- Additional technicians will be on-hand to assist with Post Move support

IO Contractor Logo

# POST MOVE SERVICE REQUEST

## WELCOME!

We have completed your move according to the design plan but it is possible that we may have overlooked something. Please complete the information below by 1700 the first day in your new location with any **move related** item(s) that require immediate attention.

Please submit your completed form to the **(Contractor Name) Transition Planning Team (CTPT)**. **CTPT will be walking through your new space to pick up any requests. Please leave your requests at your department reception area if possible.**

Post Move Help & Support Desk Email Address: (Transition Planner's email address)

Post Move Help & Support Desk Phone Number: (Temporary Help Desk #)

### REQUESTER

Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Floor \_\_\_\_\_  
Room Number \_\_\_\_\_

### TYPE OF WORK REQUESTED

- |   |  |
|---|--|
| <input type="checkbox"/> Computer related issue | <input type="checkbox"/> Damaged item          |
| <input type="checkbox"/> Furniture problem      | <input type="checkbox"/> Furniture adjustment  |
| <input type="checkbox"/> Missing item           | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Mover assistance       |  |

### DESCRIPTION OF WORK REQUIRED


Received by:

Forwarded to:

Date Received:

Date Completed:



**FOR ADMINISTRATIVE USE ONLY**