

ASU CENTRAL SERVICES MOVING SERVICES CUSTOMER CHECKLIST

Use this checklist to assist your planning and avoid moving day stress. Central Services conducts a pre-move site inspection to determine if the move will be completed in-house or contracted out after receiving a Move Request Form. The completion of this form is the responsibility of the office that is moving. It is intended to assist you with the planning and execution of your move. Please let Central Services know of any concerns or special handling considerations you may have.

Questions? Call Central Services at extension 1478 or visit <http://www.aug.edu/cso/MovingServices.html>

ALL MOVES

4-6 WEEKS PRIOR TO MOVE

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| Complete Request for Moving Services form. Central Services will visit to determine if move will be conducted in-house or contracted out and schedule a move date. <i>Go to: http://www.aug.edu/forms/move_request.pdf</i> | <input type="checkbox"/> |
| Designate a move contact. This contact person must be on site during the move and should be aware of where items will be placed in the new location. | <input type="checkbox"/> |
| Work with Central Services to obtain a quote from the moving company if the move has been contracted out. Complete a Peoplesoft Requisition for the quote for the moving company. | <input type="checkbox"/> |
| Receive appropriate approvals. Intra-Departmental Moves require approval from your Vice-President, Inter-Departmental Moves require approval from the FAST committee. | <input type="checkbox"/> |
| If you are moving any device that requires electricity complete a Physical Plant Work Request listing the items so that the Physical Plant electricians can assess the new space to determine if enough power is available. <i>Go to: http://www.aug.edu/forms/asupp-004.pdf</i> | <input type="checkbox"/> |
| Determine if you have any very specialized equipment (e.g. piano, lab equipment) or <u>any</u> type of chemical that may require special attention. Please contact Physical Plant and/or Moving Services early in the process if you need to move these items. | <input type="checkbox"/> |
| Complete a Telephone Work Order Request to move any phone lines or install new lines that may be needed. <i>Go to: http://www.aug.edu/forms/telecom_work_request.pdf</i> | <input type="checkbox"/> |

2-4 WEEKS PRIOR TO MOVE

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| Complete A Physical Plant Work Request Form to remove wall mounted items or to make any alterations to existing or new space. <i>Go to: http://www.aug.edu/forms/asupp-004.pdf</i> | <input type="checkbox"/> |
| Complete an ITS Help Desk ticket (Activate Network Port) to ensure network ports are available and/or activated in your new space. Also consider if there are any special computer assembly or disassembly needs, if so, submit an ITS Help Desk ticket (Move Computer Equipment). <i>Go to: http://www.aug.edu/its/support_center.html</i> | <input type="checkbox"/> |
| Identify any items that should go to surplus. Complete an Equipment Transfer Request. <i>Go to: MyASU>Elroy>>Employees>Equipment Transfer Request</i> | <input type="checkbox"/> |
| Check your service agreement on your departmental copier(s), you may need to contact the copier company to move your copier. | <input type="checkbox"/> |
| Request keys to your new location(s) from the building manager. <i>Go to: http://www.aug.edu/forms/key_record.pdf</i> | <input type="checkbox"/> |

1-2 WEEKS PRIOR TO MOVE

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| Order boxes from Central Services by Completing a Purchase Request form. Central Services does not provide packing services. <i>Go to: http://www.aug.edu/forms/asucs-002.pdf</i> | <input type="checkbox"/> |
| Modular workstations or large desk units? Contact the vendor to schedule dismantling, moving, and re-assembly. If the unit includes electrical connections, Physical Plant may need to assist. | <input type="checkbox"/> |

| 0-1 WEEKS PRIOR TO MOVE | |
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| Wrap and secure breakables. Box small items and secure with tape. Label each box with the room number/location that they should be delivered. | <input type="checkbox"/> |
| Remove everything from desks, bookcases, file cabinets, and storage cabinets. Wrap cords, wires, or other trip hazards with tape, rubber bands, or ties. | <input type="checkbox"/> |
| MOVE DAY | |
| Disconnect all office equipment from power source or data ports. When moving your office computer, monitor, and peripherals (printer/scanner/keyboard/etc), you should disconnect all of the cables attached to the computer and put the cables in a box. Remember to also take your network cable with you. Either pay attention to what cables go with what item, or tag them. Put the cables, keyboard, and mouse in a box. Once you get to your new space, feel free to reconnect your computer yourself. If you need help or have questions about which cable goes where, contact the Help Desk – 706-737-1482 | <input type="checkbox"/> |
| Move contact must be available to coordinate pick-up and placement in new location of items. A simple diagram of the new location will help in the process. | <input type="checkbox"/> |
| AFTER MOVE | |
| Coordinate with your departmental Inventory Custodian to move all assets to the new location by completing an Equipment Transfer Request. <i>Go to: MyASU>Elroy>>Employees>Equipment Transfer Request</i> | <input type="checkbox"/> |
| Return all keys to your previous location to the building manager. | <input type="checkbox"/> |

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