

# MOVE SUPPORT CHECKLIST

**Facilities Management – Main Number: 972-883-2141**  
**Baldemar Flores, Moving Crew Supervisor: 972-883-4115**

**To better serve our customers and make your next move an easier one, please set up a *Pre-Move Meeting* and use these helpful suggestions and checklist.**

- **Pre-Move meeting:** One to two weeks prior to the targeted moving date, please schedule a meeting between your move coordinator and the Facilities Management moving crew supervisor, Baldemar Flores (2141 or 4115). He will assess your moving needs, and will then assist with coordinating and implementing a system for a safe, efficient, and economical move conducted to your satisfaction.

NEED	DEPARTMENT	FORM / CONTACT
Crates	Facilities Management	<a href="#">Work Request</a>
Carpets cleaned	Facilities Management	<a href="#">Work Request</a>
Walls painted	Facilities Management	<a href="#">Work Request</a>
Special electrical requirements	Facilities Management	<a href="#">Work Request</a>
Door signs	Facilities Management	<a href="#">Work Request</a>
General repairs	Facilities Management	<a href="#">Work Request</a>
Locks changed	Facilities Management	<a href="#">Work Request</a>
Keys	Facilities Management	<a href="#">Key Request</a>
Electronic door access	Facilities Management	<a href="#">Building Access Authorization</a>
LAN connections	IR – Help Desk	2911
Telephones & faxes transferred	Telecommunications	Telephone Service Request

- **Labeling System:**

Proper labeling is a must to achieve an organized, smoothly-executed move.

**Location-** Where items are going - clearly indicating **From –To**

**Surplus-** or not- directive to mover

**Do Not Move-** directive to mover

**Fragile contents-** directive to mover

Everything should be labeled, including each piece of computer equipment (i.e. monitor, CPU, keyboard and cable bundle). Also, be sure to label those sometimes forgotten items such as floor chair mats, trash cans, whiteboards, etc. Monitors, fax machines, small printers, and typewriters should be properly labeled and left on their respective desktops for our movers to pack, if you want Facilities Management to move those for you. Some people may prefer to move their own computers, but that is discouraged in order to avoid potential injuries caused by improper lifting.

- **Packing and Marking Containers/Crates:**

Facilities Management can supply crates of uniform size which allow for ease in handling, thus saving time and money. We highly recommend that you use these crates for packing materials from filing cabinets and bookshelves, as well as personal materials from in and on your desk. Remember: A well-labeled container is always easy to find.

#### **ABOUT YOUR FURNITURE:**

- **Desks, Credenzas and Storage Cabinets** are moved on their end. All contents should be completely removed; otherwise, items may fall out and become lost.
- **Vertical File Cabinets** can often be moved with their contents remaining in each drawer. We recommend that you securely tighten the back of each drawer to prevent files from becoming loose or the contents mixing during the move.
- **Lateral File Cabinets** must be emptied and their contents put into crates provided to you due to their light-weight construction and tremendous weight when full. Our movers will not move lateral file cabinets that are not empty.
- **Bookcases** should be completely emptied into the containers/crates provided to you. Bookcase shelf pegs should be removed and packed away for safekeeping. Loose bookcase shelves should be counted, labeled and stacked in the bottom shelf of the bookcase unit.
- **Copiers** - Before movement of any copiers, Facilities Management recommends that you notify your service contract agent. To insure that no warranties are voided, please determine if they will move the equipment for you, or obtain their permission for us to do so. Please let Facilities Management know if the agent is to arrange the move or if permission was granted for us to proceed with the movement of the copier.
- **Delicate Material** – Please mark these items as “**FRAGILE**” to insure special handling, and be sure to advise the move Supervisor of the sensitive nature of these items. Proper labeling and communication is essential for moving these items safely.

**Move to Surplus** – To assist Property Administration in tracking items moved from campus locations to Surplus, a completed UTD Interdepartmental Transfer/Release of Equipment form should be completed listing all tagged and untagged items, including furniture. To make it easier, similar items may be grouped together. (Example: 4 desks, 15 chairs, and 3 file cabinets, etc.) Property Administration should also be requested to wipe clean existing data from computers and any copiers or fax machines with storage capabilities.

**After the Move is complete** the moving Supervisor will check with you and the moving coordinator to ensure that everything was moved and properly placed.

***After two weeks, any lost or unreturned crates or dollies will be billed at replacement cost to the account number on the work order.***

***Disclaimer: Facilities Management is not responsible for any lost or damaged goods during the move.***

**It is our pleasure to assist with your moving needs, and please feel free to call us with any questions!**