

MOVING CHECKLIST FOR:

Last Updated: 6/23/2017 14:58

XYZ Department

MOVE DATE: **7/4/2017**

Department Name:	Moving From:	Department Destination:
XYZ Department	Building A - Suite 1	Building B - Suite 3
Staff Name:	Moving From:	Staff Destination:
John Doe	Office 1	Office 1
Jane Doe	WS1	WS2
Joe Doe	WS2	WS1

Responsible Party	Activity	Receiving Party	Object	Due Date
BEFORE THE MOVE				
1 <u>Planning Department</u>	will notify	<u>XYZ Department</u>	of upcoming Move Date	6/27/2017
2 <u>IT Department</u>	will contact	<u>XYZ Department</u>	to set a time period to move departmental Computers, Phones, Copy/Fax, etc	7/1/2017
3 <u>XYZ Department</u>	will pack up own office.			7/3/2017
4 <u>XYZ Department</u>	will submit a Work Order to	<u>Maintenance Department</u>	the day before the scheduled move, include a preferred time, number of boxes, and description of furniture (if any) to be moved.	7/3/2017
5 <u>XYZ Department</u>	will email names of staff that are moving to	<u>Curtiss/Russell/Morgan</u>	for proper keying and access control for the new location	7/3/2017
THE DAY OF THE MOVE				
6 <u>IT Department</u>	will move IT equipment within designated timeframe			7/4/2017
7 <u>MTC Department</u>	will move boxes, furniture, etc within designated			7/4/2017
8 <u>XYZ Department</u>	will clean vacated office.			7/4/2017
AFTER THE MOVE				
9 <u>MTC Department</u>	will coordinate with	<u>Janitorial Services</u>	to deep clean vacated office.	7/6/2017
10 <u>XYZ Department</u>	will submit #470 Inventory Transfer Form to	<u>Business Office</u>	for any furniture with an inventory tag that changes Departments within 2 business	7/6/2017
11 <u>Planning Department</u>	will follow up with	<u>XYZ Department</u>	within 5 days	7/9/2017

GENERAL NOTES

- If you would like Maintenance to help move files, personal items, etc; those items must be in a moving box (with closed lid). Label end of boxes with your first name, last initial, and destination as listed above
- If you have requested to move filing cabinets, bookcases, or other furniture to your new location, their contents must be emptied into boxes first. Maintenance will not move cabinets/bookcases/drawers that are full. Furniture that has been approved to move is listed on the following sheet. If there is additional furniture to be moved, please notify the Planning Department for an updated Moving Checklist.
- Boxes will be available to staff on a first-come first-served basis. They are located in the basement of Downtown next to the west elevator. Please return boxes when you are done with them so that others may use them for their Departmental Move.
- Department will be responsible for leaving their vacated office in a clean state (wipe down furniture, dust, pick up trash, etc.). Swiffer Dusters, and Clorox wipes will be available outside the Planning Office on the 3rd floor of Downtown for any department that needs them to complete the post-occupancy clean. Please return items when you have finished cleaning your department.
- A deep clean of vacated offices will be completed by the Janitorial Staff in preparation for new tenants.

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MOVE DATE: 7/4/2017

Department Name:

Moving From:

Department Destination:

XYZ Department

Building A - Suite 1

Building B - Suite 3

Staff Name:

Moving From:

Staff Destination:

John Doe

Office 1

Office 1

Jane Doe

WS1

WS2

Joe Doe

WS2

WS1

Item Description	FROM		TO		Responsible Party
	Building/Suite	Office/WS	Building/Suite	Office/WS	
1 Computer	Building A - Suite 1	Office 1	Building B - Suite 3	Office 1	IT
2 Phone	Building A - Suite 1	Office 1	Building B - Suite 3	Office 1	IT
3 Task Chair	Building A - Suite 1	Office 1	Building B - Suite 3	Office 1	MTC
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