

# Move Task List and Count-Down

## Move Task List and Count-Down

### Planning Your Move...

*The Planning Office can advise and help coordinate tasks for your move. For reference, here's a list of common tasks and activities involved in relocation.*

- **Identify one person** to be responsible for the move. This person will be the primary contact with the Planning Office, movers, etc. and must be able to sign for insurance forms, etc.
- **Create an inventory** of items to move (all furnishings, equipment and other valuable items that you want to track to the new location)
- **Identify all people who are moving**, the rooms they are moving to and from and the target date(s) for your move.
- **Begin laying out the new space** (Planning Office can provide floor plans, see [Sample Room Layout](#)).
- Identify the **locations of all phone and data jacks** in your new space on a floor plan or spreadsheet by room number.
- **List all special room requirements for operating equipment** (For example, -80 freezers, certain centrifuges models, water filtration units require plumbing fixtures; some equipment requires emergency power, etc.)
- **Identify :**
  - **manufacturer for special equipment moves** and contact them for specs (for example certain microscopes may need manufacturer assistance or support during the move)
  - **alarm systems** that need to be relocated or reprogrammed (for example, do any of your freezers automatically page the public safety office if their power fails?)
  - **air, gas and vacuum lines** that need to be disconnected and reconnected.
  - **gas cylinder restraints** required, total number and where they should be located on a printed room layout. Room layouts are available from the Planning Office. See [Sample Room Layout](#).

- **Notify Environmental Health and Safety** well in advance of move, [www.ehs.unc.edu](http://www.ehs.unc.edu), to determine what regulations may require re: your relocation.
  - Contact Frank Stillo, [FJStillo@ehs.unc.edu](mailto:FJStillo@ehs.unc.edu), who must move ALL chemicals, to schedule his time.
  - Contact Roger Sit at 962-5712 to move radioactive materials.

### **Packing up and clearing out...**

- **Remove all items you no longer use.** This is an ideal to eliminate older furnishings, supplies, equipment you no longer use. Planning Office can help you with send items to surplus or arrange to throw out large amounts of material.
- **Boxes, packing materials and labels** are not free. The Planning Office will order and pay for these items if the project is being funded outside of your department. Otherwise, your department must pay for supplies. Some used boxes and moving carts may be available to borrow, check with Planning Office.
- **All desks and larger filing cabinets must be empty** and contents boxed up or they may be damaged during the move. The exception is that any vertical cabinet up to 15" wide, 28" deep and 5 draws high can be moved when full.
- **All small items should be packed in boxes.** Boxes and packing materials are available from the mover.
- **ALL items must be labeled**, including such items as desks, boxes, equipment, freezers, etc. Labels will be provided by the movers.
- Surplus items must be handled by the department manager.
- **Label and be prepared to return all old keys** to the Planning Office. Please indicate room number.

### **As soon as you know moving date(s)...**

- **Finalize your inventory**; this is important for setting up movers.
- **Identify and contact potential movers** (Planning Office can provide support).
- **Negotiate a moving contract and insurance.** The Planning Office can provide support, or will hire the movers for you if our office is responsible for the move. (Note that amounts and coverage dates for insurance are negotiable and NOT automatically set. You MUST work with the mover on these details. No-one else can do this for you.)
- Work with Planning Office to **order new keys** and to **change ID badge access** to buildings.

- **Contact University Mail Services**, Kimble Wallace at 919-962-1139, to notify them of the moving date and location. Request a new mailbox.
- **Update Environmental Health and Safety** department, [www.ehs.unc.edu](http://www.ehs.unc.edu), to make sure they can work within your schedule. (See Planning Your Move section).
- **Update ITS**, <https://its.unc.edu>, on your schedule and final list of all new phone and data jacks. The Planning Office can provide support.
- Work with Planning to finalize plans and locations for:
  - air, gas and vacuum lines
  - electrical about outlets and special needs
- **Contact Carolina Copy** about moving your copier machine.
- **Plan new signage**. Planning Office can provide support.

#### One week before the move...

- Contact your suppliers to have **gas cylinders** relocated the day of the move. Movers will not relocate these items.
- Contact Facilities Services, 919-962-3456 or [www.fac.unc.edu](http://www.fac.unc.edu), to request carpenters to install **new gas cylinder restrains**.

#### The day before the move...

- **Drain Incubators** or any other equipment holding water
- **Re-check and finalize inventory list.**

#### The day of the move...

- **One person must be in charge of sensitive equipment** (for example, this person would make sure that freezers are plugged in and working at the final location).
- **The movers come** and move everything.
- **The movers will require a signoff** after the move from a responsible party. Use your inventory to make sure everything is accounted for.

#### Right after move day...

- **Re-check inventory and report any damaged or lost items** immediately to your insurance company and movers.
- **Check to make sure your vacated site is clear** of any large unwanted items, clinical records, chemicals or hazardous materials. You may leave unwanted furniture that is in good condition, Planning Office will surplus these items.
- **Contact Facilities Services / Housekeeping**, [www.fac.unc.edu](http://www.fac.unc.edu), Request Services, to notify them your department has vacated premises, and to clean the vacated space.