

STANDARD OPERATING PROCEDURE # FDO 3.117

Subject: Moving Services Information

Purpose and Scope: Provide customers with information to ensure a smooth move.

Policy: To follow the established steps below in order to provide excellent customer service with a minimum of errors and maximum quality/productivity.

Procedures: When Work Control receives a request for an office move from a customer, a copy of the Moving Procedures Handout (SOP 3.117 Attachment) will be e-mailed to the customer as soon as the request has been received and accepted. Work Control will email copy of work order to Space Manager.

Developed by: Facilities Maintenance, Planning & Construction

Approved by:



Myles Sampson
Associate Director
Buildings & Grounds Services



Mel Manor
Assistant Director
Facilities Planning, Maintenance & Construction



Dr. James Barnett
Associate Vice President
Facilities Development & Operations

Moving Procedures for Upcoming Campus Moves

This information is being sent to a point of contact within each department/unit that has an upcoming move. So that everyone may be aware of planned moving procedures, if you would please share this information with others in your group.

Planning and Preparation

1. We would request that move communications be routed through a primary point of contact from each department/unit. If you should wish to designate someone else within your group to serve as that primary point of contact please advise. Having a single source disseminate information in each group will make it easier to insure the process does not become fragmented and avoid items being overlooked or duplicated.
2. The UWF Project Manager will be your first point of contact for communication on the upcoming moves. Please contact Project Manager for questions on your move, boxes, logistics, etc.; who will in turn communicate with those within the Facilities Maintenance department that need to be involved, the movers and the construction team. Move time-frames are also being shared with ITS so that they know the order of moves and may prioritize phone/computer connections on the same timeline.
3. At this point hopefully everyone has had the opportunity to organize for the move. Please make sure everyone is prepared within your various departments and will be ready on move day.
4. The process has many associated moves. We will be glad to meet with groups as needed to make sure everyone understands the process; and have had the opportunity to see the offices to which you are moving.
5. The following basic items are required of everyone in order for these moves to proceed smoothly. Again, please communicate this information to all staff/faculty members in your area.

Moves Time Frame

6. Refer to information that has been provided, or will be provided, under separate cover with specific dates for each of the various groups and individuals. We will keep you updated as related construction and other associated moves are completed and the spaces become available. Please urge your colleagues to be ready for moving according to these planned dates.
7. Moves of faculty/staff members are planned during regular business hours.
8. Note some down time should be anticipated during the moving of your goods.
9. All offices need to be ready for move at the scheduled time. If you will be off campus or out of town during scheduled move time, have your office ready for move prior to your leaving.
10. It is certainly the desire of everyone to achieve as smooth and as efficient a transition process as possible while minimizing down time. In advance, we appreciate your patience in this process. Please advise should there be any issues foreseen with your move time-frame or of any other accommodations that may be needed. We wish to be flexible, but we have a tight window to accommodate many groups of people.
11. If you should have any other questions that have not been addressed, please don't hesitate to let us know. We will attempt to expeditiously process all requests or needs relative to the moves, with priority given to those of immediate upcoming moves.

Packing Supplies

12. Moving supplies will be provided and are available upon request.
13. If you have not yet obtained boxes, in advance of your move, please submit a request through the on-line maintenance request system with quantity of boxes you anticipate you will need for your group. We have found a typical faculty office may require 15 to 25 boxes, dependent upon quantity of paper goods; plus additional boxes for the administrative and storage areas.
14. We would request that the request for boxes be sent thru the one primary point of contact from each group so that we avoid duplicate requests.
15. The boxes along with packing tape and markers, will be delivered to your area by Facilities Maintenance staff.
16. Cardboard boxes are presently available in two sizes:
 - 16" x16" x16" cube boxes
 - 24" x 12" x 10" file boxes
17. Facilities Maintenance will be coordinating delivery of the boxes (and tape and markers) to your department. The materials will be delivered to the departmental office. Boxes will be delivered in bundled groups of 25. Dependent upon quantity requested, they may be delivered in multiple shipments, rather than overwhelm you with all the boxes in one lot.
18. Retain boxes after your move for return to Facilities Maintenance for use in other future moves. Note we are attempting to utilize the boxes multiple times, as many boxes will be required for various upcoming campus

moves of faculty/staff members, so please recycle. After your move is completed and the boxes are unpacked, please break-down the boxes and save for pick-up and re-purposing.

Packing Procedures

19. Please only use provided boxes (exception: pre-packaged items). Additional supplies are available should they be needed.
20. Label all items to be moved. It will be crucial for the boxes to be labeled for tracking purposes, so that it is clear to whom they belong and where they are to be delivered. Please take note of the total number of boxes that you have for your office.
21. Boxes should be clearly and legibly labeled with a sharpie marker. All boxes should be labeled with:
 - (a) your name, (b) department, (c) existing building/room number and (d) destination building/room number.
22. File boxes should be labeled on the short end of the box (so that the label will be visible when boxes are stacked).
23. Movers will not move items without labels.
24. If you should require instructional assistance on box assembly and packing procedures, please advise.
25. Again, if you have not yet requested boxes and are ready to begin packing, please advise.
26. Do not place adhesive labels on the face of monitors and finished surface of other items that could be damaged.

What to Pack

27. Everyone should plan for everything in the way of books, files, paper products, office supplies, and personal items to be removed from their existing offices; excepting furniture (with few exceptions i.e.: temporary moves). Any books and other office supplies should be placed in the boxes provided with the boxes taped.
28. Movers and/or Facilities Maintenance staff will move the boxes and other larger items that may not fit in a box to your new space. Please request assistance, do not attempt to move heavy boxes yourself. Please label all items to be moved, including the larger non-boxed items.
29. Plan to move any valuable, delicate or fragile belongings yourself. When packing boxes make sure not to include fragile items in boxes of books. Any items that are of significant monetary or sentimental value should be personally moved by the office occupant. This includes personal items such as keepsakes, figurines, mementos, collectibles, rare books, children's portraits, pictures, paintings, framed items, artwork, etc., etc., etc. While every effort will be made to safely move contents, you will need to take personal responsibility for items that are priceless or irreplaceable to ensure the items safety. Movers and/or Facilities Maintenance staff will be available to assist with transporting any heavy items, should anyone have trouble transporting sensitive items into their new space. You may also wish to consider temporarily taking home any valuable personal items to insure their safety during the move process.
30. To reiterate again, any items that are sensitive/valuable or which can be broken, should be personally handled by the faculty/staff member themselves. It is in everyone's best interest that no one packs a highly priced item under some books in a box and hopes it makes it to the new location unharmed.
31. If you are being temporarily relocated, non-sensitive business related items that are not needed during the temporary relocation may be placed in long term storage if you desire (they will need to be separated and labeled as such). Keep in mind these items will not be readily accessible while in storage. Any such boxes should be labeled with "long term storage", in addition to name/department and new/existing building/office number. These boxes will be redistributed after final move. Clearly differentiate from other items going to new temporary office space. Items going into long term storage should also be limited to non-personal items. Personal items and valuable/fragile items should not be placed in long term temporary storage.

ITS - Electronics Relocation and other Equipment/Appliances

32. Phones typically- The existing phone in your office will accompany you to your new space. Your phone number will remain the same. ITS department will provide assistance with any phone connectivity issues in new location.
33. Computers, Fax Machines and Desktop Printers - Your computer cpu/monitor/keyboard/mouse/peripherals will all be moving with you. Label computers, monitors and peripherals with your name and destination building/office number. Please unplug, bundle and label cords for transport. ITS has requested the Movers and/or Facilities Maintenance staff provide assistance with the move of electronic equipment. Equipment should be plug and play. ITS department will install computers at new locations and provide assistance with any connectivity issues in new location.

34. Copiers and any other large scale printers - the all-in-one copiers currently under lease contract service agreement will be moved by technicians. ITS will be coordinating the scheduling of this move. ITS will provide assistance with copier connectivity in the new space.
35. Miscellaneous Equipment Items - Advise on any appliances and miscellaneous equipment that require relocation, following inter-departmental coordination on existing refrigerators, microwaves, etc. that are either moving with the units or staying in place, should the new location have the same items.

Furniture

36. Typically no furniture will be moved during the move process. When moving to a new office area, the space to which you will be moving will typically be set-up and outfitted with desks, bookcases, etc.; so it will not be necessary to move your office furniture.
 - For temporary moves to temporary space, existing furniture will be moved and reutilized.

Desk Chairs

37. Advise if you intend to take desk chairs with you, as this will need to be coordinated with your department head and future occupants of your existing space.
38. Chairs to be moved will need to be labeled in order to return it to the proper person.

File Cabinets

39. In most cases there are existing file cabinets already present in offices that can be reutilized provided they are not moved by existing occupant. This will require also require coordination with existing/future space occupants to avoid unnecessary switch-out.
40. If you have determined that file cabinets in your area will need to be moved, these will need to be emptied and contents boxed prior to move. The file drawers of each traditional front loading file cabinet and each lateral file unit will need to be unloaded and boxed in order to transport. The lateral type file cabinets (those where files are horizontally accessed) must be emptied prior to moving as the contents could spill when turned, and the cabinets will rack in transport if the weight shifts. A traditional file cabinet that is full is extremely heavy and there is also potential for racking of the cabinet in transport.

Academic Labs

41. Academic personnel are to pack, label, and unpack all equipment & non-hazardous supplies. Moves of these packed items will be handled by the Movers and/or Facilities Maintenance staff.
42. If there are any hazardous supplies, please make us aware, as these items will need to be packed, labeled and handled with care by appropriate parties. Moving of any such materials will need to be undertaken with the assistance of the academic personnel.

Storage Rooms

43. There are numerous items presently stored in some departmental storage areas, such as promotional materials and office supplies as well as records. Direction will be required from someone within your department regarding stored items to be relocated; with someone taking ownership and boxing the paper materials and other items in storage spaces, and labeling such boxes.
44. Any file cabinet units in storage rooms, that are to moved will need to have cabinets marked as such and labeled with new location (i.e.: securely affix a piece of paper, using removable tape, with info on each unit to be moved).
45. And to reiterate, contents of file cabinets and storage units will need to be unloaded, boxed and labeled as well.

Trash / Recycling

46. In planning for your move please consider taking advantage of the opportunity to purge any unneeded items. Advise if you should need any additional waste containers, recyclables containers or a shredder bin for disposal of any trash in your area that may be purged during the packing process.
47. Please keep in mind the type items that are acceptable for placement in single stream or co-mingled recycling containers.
48. Bagged trash should be disposed of prior to move and not transported to new office.

Signage

49. Room signage will be provided at new office/departmental locations as well as directory signage. Signage in newly renovated areas will typically be provided with changeable message inserts. Note permanent signage

and/or signage inserts may not yet be in place at time of your move. Initially there may be temporary signage on new offices to assist the movers.

50. All other additional signage must be pre-approved by Departmental Heads and requests processed through Facilities. New signage is to meet campus signage standards.

Wall Hangings

51. If there are tack boards, dry-erase boards or miscellaneous wall hangings that need to be removed and reinstalled at new locations please advise via the on-line maintenance work order process. Regarding wall hangings that you may wish to take with you and have hung in the new space: please be extremely selective in your requests for reinstallation. First confirm these same items are not already in place in the new location. These items will be installed as time permits. During the course of the many moves, Facilities Maintenance staff resources will be stretched thin, as in addition to regular work assignments and work orders, staff will be assisting with several move related duties.
52. Anything to be attached to walls in new office space/classrooms/labs/hallways will be installed by Facilities Maintenance after moves are complete. Work orders for wall hangings should be generated by Department Heads. Facilities Maintenance staff will hang materials on walls and work orders of this nature should be directed to Department Heads for approval. Department Heads will then issue appropriate work orders to Facilities Maintenance. Under no circumstance shall objects be attached to painted/finished surfaces with tape or other non-removable adhesives.
53. For those with temporary office assignments, keep in mind the office assignments are temporary and plan to limit accessorizing the temporary spaces with wall hangings that would then require patching holes and painting walls, once the temporary spaces are vacated and then repurposed for future permanent usage.

Keys

54. Keys for access to new offices and temporary spaces will be distributed at time of move. In many cases this will occur simultaneous with, or immediately following, the vacating of occupied spaces by the current occupants.
55. The university's locksmith will coordinate keying of door locks and issuance of any required new keys through the campus Police Department.
56. Key requests and distribution are to be routed through your Department Head.
57. Be prepared to turn in existing keys if required when new keys are issued.

Housekeeping

58. For those that will be occupying an existing space, will need to coordinate with custodial services to give the spaces a thorough cleaning, after they are empty.

Repairs

59. Should you discover any facility related item within your new space during and/or after the move, it should be reported to your Department Head for submission to Facilities Maintenance via the on-line maintenance work order process.
60. Any phone, data connectivity, or computer/electronic equipment related issues should be submitted to ITS for address.

Notifications

61. Plan to inform students and other faculty and staff of your relocation.
62. Alert the Mailroom of your location change.
63. Website updates will need to be coordinated by departmental website coordinator.