

## UWM Moving Procedures for Department Contacts

A move is always challenging, whether across campus to a newly remodeled space or to temporary quarters while remodeling is taking place. This guide will help plan and execute your move smoothly and efficiently, while keeping the ultimate goal in mind - a space that better meets your unit's needs:

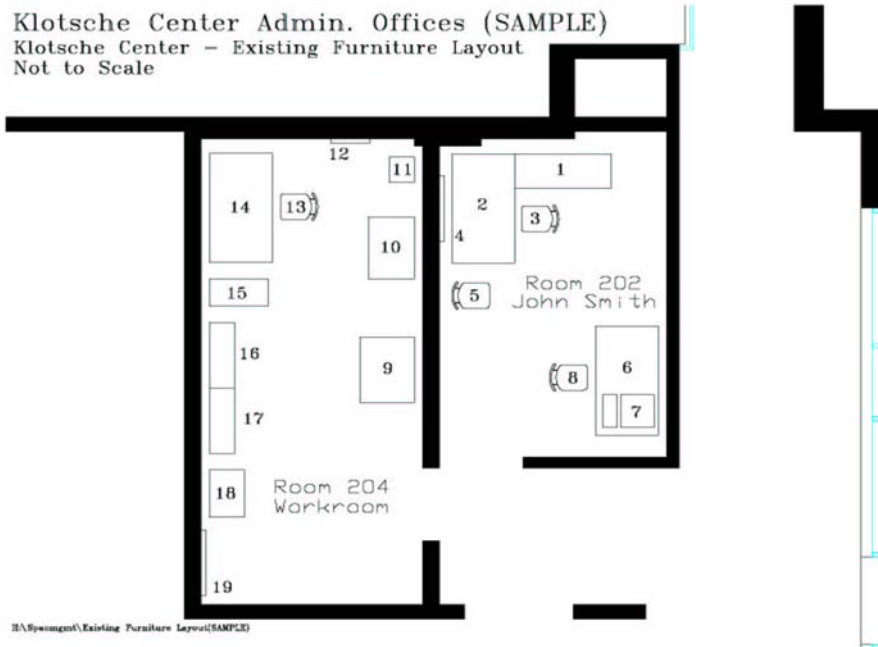
**ADVANCE PLANNING:** Moving issues to address well ahead of moving day:

- Department designates a Department Contact person.
  - Reviews Existing Space
    - Notes the general configuration of both the old and new space.
      - Records - Sort through materials.
        - Discard or surplus as much as possible to minimize packing and moving.
        - Archiving: See the [UWM Records Management Web site](#).
        - Note sensitive or breakable items needing separate moving arrangements.
        - Review equipment service contracts and lease agreements. For example, a copier may require prior notice (up to 60 days) or separate moving arrangements.
      - Department Contact and Move Coordinator work with Environmental Health, Safety and Risk Management personnel for special handling procedures for:
        - Delicate Lab Equipment, Special Collections
        - Chemicals, Hazardous Materials
        - Electronic Equipment for discard or surplus: See [Electronic Waste Rules](#)
  - Department Contact and [Move Coordinator](#) (Tanya Bosshard, x5096) plan the move(s).
    - [Packing Instructions](#)
    - Scheduling and Sequencing
      - Move Coordinator
        - Develops sequence departments are moved to address campus priorities.
        - Establishes start date for each department's move.
      - Department Contacts establish the daily moving schedules and room sequencing in coordination with the Move Coordinator.
    - Move Coordinator:
      - Provides packing supplies including tape, tape dispensers and labels.
      - Provides Room Plans
      - Reviews moving procedures & packing instructions with department contact.
  - Develops a Space Plan using Floor & Room Plans received from Move Coordinator.
    - Using an Excel spreadsheet, devise a [Move Schedule](#) to organize the sequencing information for movers and Telecomm personnel.
      - Determine Jack numbers for old and new spaces from [IMT building drawings](#).
      - Submit a Telephone Service Order ([TSO](#)) using information from Move Schedule.
    - Develop Furniture Inventory listing (see sample below) Students may be available for taking measurements and for assisting with layouts.

**Klotsche Center Admin. Offices - Furniture Inventory (SAMPLE)**

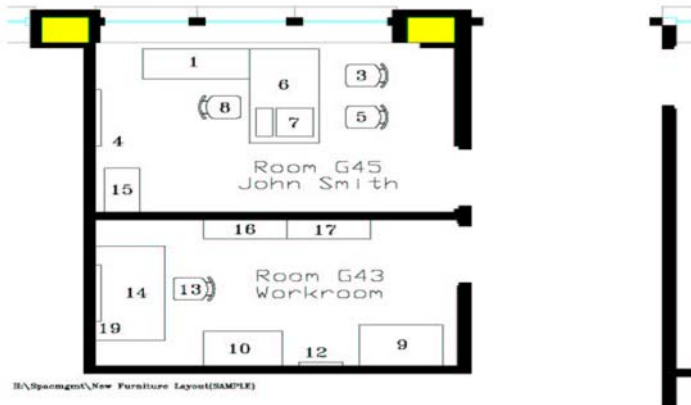
From Existing room #	To New room #	Name or description	Piece #	Furniture Description	Length	Depth	Height	Notes
Kc-202	Sab-G45	John Smith	1	Desk (3 drawers)	3'-10"	1'-7"	2'-2"	
Kc-202	Surplus		2	Desk (2 drawers)	5'-0"	2'-6"	2'-5"	
Kc-202	Sab-G45		3	Chair mobile (black)	-	-	-	
Kc-202	Sab-G45		4	Bulletin Board	3'-0"	1/2"	2'-0"	
Kc-202	Sab-G45		5	Chair mobile (black)	-	-	-	
Kc-202	Sab-G45		6	Desk (no drawers)	5'-0"	2'-6"	2'-5"	Keyboard Tray Attached
Kc-202	Sab-G45		7	Computer	-	-	-	
Kc-202	Sab-G45		8	Chair mobile (brown)	-	-	-	
Kc-204	Sab-G43	Workroom	9	Fridge	3'-0"	2'-2"	5'-8"	
Kc-204	Sab-G43		10	Copier	2'-10"	1'-10"	3'-5"	
Kc-204	Surplus		11	Heater (electric)	1'-0"	1'-2"	2'-6"	
Kc-204	Sab-G43		12	Bulletin Board	1'-7"	1/2"	2'-0"	
Kc-204	Sab-G43		13	Chair mobile (orange)	-	-	-	
Kc-204	Sab-G43		14	Desk (no drawers)	5'-0"	2'-6"	2'-5"	
Kc-204	Sab-G45		15	File Cabinet	1'-3"	2'-4"	5'-0"	
Kc-204	Sab-G43		16	Bookshelf	3'-0"	1'-0"	7'-0"	
Kc-204	Sab-G43		17	Bookshelf	3'-0"	1'-0"	7'-0"	
Kc-204	Surplus		18	Wall Mounted Mailboxes	2'-2"	1'-5"	3'-5"	
Kc-204	Sab-G43		19	Bulletin Board	3'-0"	1/2"	2'-0"	

- Use Room Plans to map out Furniture Layout in existing location (Sample below)



- Utilize Room Plans to map out Furniture Layout in new location. (Sample below)

Klotsche Center Admin. Offices (SAMPLE)  
Sabin Hall - New Furniture Layout  
Not to Scale



- Department Contact distributes scaled Room Plans to room occupants.
  - Occupants indicate furniture and equipment layouts for their existing and new space.
  - Use item numbers corresponding to numbers on labels (ex: T1 - Table 1, D2 - desk 2)
  - Assists movers in the event there is multiples of the same type item in a room.
- Department Contact distributes Packing Instructions (see below) to room occupants.
- Contacts for Services
  - Update Directory & White Pages listings: contact [Roy Badger](#) in IMT Network Operations.
  - Order keys, plumbing, carpentry, and electrical work: submit a [Work Order](#) to Physical Plant Services (PPS) Work Order Center (4104).
  - Notify [Mail Services](#)

## PACKING INSTRUCTIONS

- Furniture
  - File Cabinets
    - Lateral files must be emptied to prevent suspension-system damage.
    - Vertical files:
      - Leave intact.
      - Tighten internal plate in each drawer to hold contents in place.
      - Tape or lock shut, keeping keys in a safe place. If the keys are missing, secure the lock in an open position with tape.
  - Desks and Credenzas
    - Remove and pack all contents in boxes.
    - Seal paper clips, pencils and all other loose material in envelopes and pack in boxes.
    - Lock desk drawers or secure with tape.
    - Movers will do simple disassembly such as “L-shaped” desks.
    - Your department or Physical Plant must dismantle complex components in advance.
  - Storage Cabinets
    - Empty and pack all contents in boxes.
    - Lay taped-together adjustable cabinet shelves on bottom of cabinet.
    - Lock, tape or tie the cabinet doors together.
  - Bookshelves
    - Remove all items from shelves and pack all books in book boxes.
    - Remove adjustable shelves and tape or tie into bundles.
    - Put shelf clips into envelopes and place in boxes.
  - Photocopiers
    - Contact Printing Services for assistance.
    - If covered by lease, contract or warranty, contact the company.
    - Be sure printer cartridge is removed.
    - Remove or secure any loose parts such as paper cartridges or parts that swing open.
- Office Equipment
  - Computers, printers and Fax machines
    - Departments move their own computers, printers and fax machines.
    - Back up all files, secure disk drives and place in ship mode, if required.
    - Break down PCs into individual components and keep associated items together; use original packing boxes, if available. Some departments have computer carts.
    - On moving day, store computers out of harms way in an empty room or closet until movers finish placing furniture.
  - Telephone equipment – Individual occupants are responsible for moving and plugging phones into new wall jack locations.
  - Other electronic equipment such as typewriters and adding machines.
    - Coil and tape electric cords to the equipment.

- Notify your Department Contact four weeks ahead if any equipment fixed to surfaces or utilities needs a carpenter, electrician or plumber to disconnect and reconnect.
- Lab Equipment
- Wall Fixtures such as whiteboards, shelves attached to the walls.
  - Physical Plant will dismantle & reassemble after work order is issued.
- BOXES
  - Order through the Move Coordinator.
  - Physical Plant delivers flattened boxes.
    - Designate a location for storing during packing process.
    - Boxes delivered flat. Fold the flaps to form the box bottom & tape the entire bottom seam shut with 2"-wide plastic box tape provided by the campus.
    - ***NO MASKING TAPE PLEASE!***
  - Campus movers and Outside movers recommend you use the two sizes of boxes available from PPS for their stacking ease:
    - Large: 19-5/8" x 13" x 15"
    - Book size: 17" x 12" x 12"
  - After moving and unpacking, slit the tape, fold the boxes flat & stack in a designated area for campus movers to collect for reuse.
  - ***MOVERS WILL NOT PACK BOXES!*** Fill each box completely and tape securely.
- LABELS
  - Boxes
    - Using the colored labels provided by campus, mark new building and new room number on label and place on the *side* of each box.
    - If multiple buildings or floors are involved, use colored labels representing the destination building or floor as established by Department Contact.
    - ***ITEMS WITHOUT LABELS WILL NOT BE MOVED.***
  - Furniture & Equipment
    - Label each piece with the colored labels provided by campus.
    - Mark the new building, room number, and piece number corresponding to the number on the room plan.
    - ***ITEMS WITHOUT LABELS WILL NOT BE MOVED.***
- Notify Department Contact if you need *special moving containers or materials* such as:
  - Book or computer carts
  - Bubble wrap
  - Peanuts
- Personal items such as artwork, plants, or valuable items: Occupants should move these items themselves.