

Building & Administrative Service Center Move Procedures



Revised November 1, 2015

1. For individual moves submit an iRequest to WMC, provide current space number, location you are moving to, desired date for the move, and the number of moving boxes needed. Boxes will be delivered within three (3) business days. Please allow at least five (5) working days when requesting moves to be completed. For larger moves (more than three (3) people), please contact Space Management.
2. Survey your current space and purge or archive files. Recycle bins may be requested through the iRequest System (cost may vary due to size). Recycling bins are to be used for non-confidential materials. When the bins are full, a comment can be added to the existing iRequest to be picked up and emptied and returned, if necessary.
3. At least one shredder bin **for confidential materials only** is available on each floor in Franklin building and an additional shredder bin can be requested via iRequest. See link for the exact location of the shredder bin on your floor:
<http://www.ucop.edu/building-administrative-services/services/records-shredding.html>
4. Prepare offsite storage and have boxes stored prior to your move. The link below will provide instructions on offsite storage: *Note: Please do not use Nor Cal boxes for archive materials*
<http://www.ucop.edu/building-administrative-services/services/service-details/offsite-boxed-record-storage.html> . .
5. Pack materials not used on a daily basis as early as possible.
6. Label every item and box to be moved; items without labels will not be moved. Please label your chair, garbage can, chair mat, foot rest, etc.
7. Label Preparation:
 - Write large and legibly.
 - Write **ONLY** your new location number on each label and place on box inside the square that says "Place Label Here".
 - If you wish to label a box with its contents, please use a separate label and do not write directly on the box because boxes are reused as much as possible.
 - Personal items can be moved by the movers, but anything sentimental or valuable should be moved by the employee.
8. You will be provided a plastic bag for loose headsets, computer accessories and peripherals that are not connected to your phone and/or computer. Place an 8½ x 11 sheet of paper with your new location number inside the bag (labels come off the plastic easily).
9. The following items will be moved by movers:
 - Desktop PC, Docking Station, Computer Monitor(s), Keyboard, Mouse, External Drives and other peripherals, **PLEASE LEAVE ALL CABLES CONNECTED.**
 - Phone Headsets: Place **headset earpiece** in the plastic bag provided. The headset charging base should be left on the desk with all cables connected to phone and/or computer.

10. The night before the move power down your equipment but **DO NOT DISCONNECT YOUR OWN COMPUTER. Please leave everything in the same position to ensure we reconnect properly.**
11. Please empty and pack all bookcases, overheads, desk drawers and pedestals. Do not pack two or 4 drawer file cabinets, LEAVE UNLOCKED and keep your key(s). Place keys to all other furniture and office door in top desk drawer. Please clean out drawers if you are not reusing the desk.
12. An authorized contractor will disconnect and reconnect your Your computer and ITS representative will relocate your phone. For weekend moves phones may be moved as soon as Friday afternoon or as late as Monday morning. For individual moves please create a ticket through the IT Service Hub
13. Directory Updates: For moves of three (3) or more Space Management will submit a directory update request to **IT Service Hub** on your behalf. For moves less than three (3) please create a ticket through the IT Service Hub to move your phone, a directory update will be generated from that submission.
14. Mail Services Update: For large moves Space Management will submit change requests on your behalf. For individual moves please submit an Update Request to IT Service Hub.