

# CAMPUS MOVING GUIDELINES



EDMONDS COMMUNITY COLLEGE  
FACILITIES

## GETTING STARTED

Complete online Work Order request with following information. ([Work Order Request Link](#))

- |   |
|---|
| Building and room moving <b>from</b> .              |
| Building and room moving <b>to</b> .                |
| Date of move ( <i>packed &amp; ready</i> ).         |
| Size of move.                                       |
| How many rooms, work stations, etc.                 |
| Number of desks, filing cabinets, bookshelves, etc. |
| Unusual move or special tools or equipment needed.  |

## LABELING & MARKING MOVING ITEMS

All items need to be labeled (*Items **not** labeled will not be moved*).

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| Label each item with building name, number of room & employee name.                |
| Please tag all parts if item must be dismantled. Example: computer equipment, etc. |
| Secure labels and if you use post-it-notes, please secure with tape.               |
| Tag carpet mats, wastebaskets, etc.  |
| Place labels at front of frame for pictures, whiteboards, etc.                     |

## PACKING MOVING BOXES

We have limited supply of boxes. Please return moving boxes or your department will be charge for cost.

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| Label on either end ( <i>not on top, front or bottom</i> ).                            |
| Do not overpack.   |
| Close flaps of box.  |
| Mark number of boxes ( <i>e.g., 1 of 3, 2 of 5</i> ).                                  |
| Do not pack heavy items and box should not weigh more than an average person can lift. |
| Use uniform shape and size boxes ( <i>paper boxes is recommended</i> ).                |

## DESK

Please pack all desk contents as your desk will be turned on end.

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| If you have more than one desk/filing cabinet to be moved – Please label each piece and mark location of piece on the floor plan. |
| Label each piece if your desk has a return ( <i>it will be disassembled</i> ).  |

## VERTICAL & LATERAL FILING CABINETS

Please empty and pack all contents. Cabinets with contents will **not** be moved.

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| Please lock cabinets and secure your keys.  |
| If key is not available – wrap a tape around lock to prevent from accidentally locking during the move. |
| If unable to lock drawers – please tape drawers shut.   |

## BOOKCASES

Remove contents and pack in boxes.

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|--|
| Remove loose shelves.  |
| Stack shelves at bottom of bookcase.                         |
| Pack pins in envelope and place in one of your moving boxes. |

# CAMPUS MOVING GUIDELINES



## GETTING STARTED

### COMPUTERS, MONITORS, PHONES & OTHER EQUIPMENT

Please contact the IT Help Desk in advance if you do not feel comfortable packing & setting up your computer.

Back up all files before packing computer.

Detach all cords, power hook-ups and place in a plastic bag or box (*please label*).

Label each piece (*keyboard, monitor, etc.*).

Pack your telephone to move with you.

### OTHER HELPFUL INFORMATION

Measure your furniture and future location to verify adequate space.

Copy Machine – Please contact Print & Mail Center for the move.

Large Cabinet (*Remove all contents, pack in boxes & tag*).

Please provide a clear diagram of where furniture should be placed and post on wall of destination.

Partitions reconfigure and installation must be done by outside vendors.

We do not move personal items. Please plan in advance before moving date to move your personal items yourself (e.g., plants, small pictures, delicate items, knick-knacks, etc).