Campus Move Procedures

Introduction

Campus moves are a significant undertaking that require the coordination of multiple campus departments, each having a unique process for obtaining move information. Space Management will take the lead role in assisting with all E&G campus moves.

These Campus Move Procedures contain all the information a department will need to prepare for a move successfully. They cover timelines for notification of a move, recommended steps, how to label your items, packing procedures, and include required forms.

Space Management Coordinator

The Space Management Coordinator helps to navigate the move process for all E&G moves. Auxiliary departments manage their own moves. Shelley Cantrell, Coordinator of Space Management, serves as a liaison for the moving company, the department, and Planning, Design & Construction, where applicable, and is a resource for the department to ask questions or find solutions for move-related issues. The Coordinator of Space Management also assists with scheduling, meeting move goals, and managing the moving company.

Department Move Coordinator

The department that is moving should designate at least one employee to serve as a department appointed move coordinator. The department appointed move coordinator is tasked with preparing the department to move. A significant amount of the department appointed move coordinator's time will be needed in the six months leading up to the move. It is important that the department appointed move coordinator has the time available to perform move-related activities in the months preceding the move. The department appointed move coordinator should also possess a high level of knowledge about the department or be positioned to obtain move-related information easily. Needed information includes:

- Where people are currently located.
- The type of space various individuals will need to perform their work duties.
- How the move will impact department schedules.

Move Size and Notice Required

Space Management classifies a move into three types – small, medium, and new building/renovation projects. Due to the significant work required to plan and implement a move, as well as the lead times with the moving company, advance notice of a move is required. The length of the advance notice is based on the size of the move.

Move Category	Number of Employees Involved	Required Notice
Small	Less than 10	If new space is selected and approved: **Four Weeks** If new space needs to be located: **Six Weeks**
Medium	11 or more	If new space is selected and approved: **Six Weeks** If new space needs to be located: **Eight Weeks**
New Building/Renovation Project	Any	**Three months** *Due to extensive work required for this type of move, additional noticed is appreciated.

How to Obtain Relocation Services

Please notify Space Management of move needs via email at Moves@MissouriState.edu

1. Identify the department appointed move coordinator and the requested move date.

2. Include a spreadsheet with the following for all individuals moving:
   - First name
   - Last name
   - Current building name
   - Current room number
   - New building name
   - New room number

Estimate

The Space Management Coordinator will conduct a walkthrough of all areas being moved with a representative from the moving company. An estimate will be provided for approval to the department funding the move. No additional rooms or furniture can be added to the move once the estimate has been provided. For these instances, a separate move request will need to be submitted.

Packing Guide

To expedite the moving process, Space Management requests that your department complete the following **prior** to the moving company's arrival: it is important that all packing is complete, and all items are ready to move prior to the moving company's arrival. The department appointed move coordinator should review all rooms to ensure everything complies with the requirements of this procedure before to the move day.
   - All items should be boxed.
   - All items should be labeled properly (readable)

- All boxes should be sealed.
- All rooms should be clean.

Reduce what you must pack and move.

It is important early in moving process to reduce what needs to be moved and to surplus items that will not be retained. This will allow ample time for removal prior to the move.

- Review University guidelines for record retention and then purge appropriate files.
- Survey existing furniture and storage:
    o Identify what items will move to the new space.
    o Identify items for disposal.
    o Identify items to be transferred to University Property Control for re-allocation or surplus sales. Complete Surplus Property Form.
    o Ensure items are picked up by Property Control prior to the first day of the move.

Preparing Furniture and Equipment

- All desks, storage cabinets, bookcases, file cabinets, credenzas, etc. must be empty and clean of debris and dust before moving. Be sure to lock them and remove the keys.
- Furniture should be in good repair. Furniture that is not structurally sound will not be moved. Example: missing brackets or loose boards
- Office chairs should be numbered in sequence, for example, chair one of three, to ensure that the entire group is returned to the correct owner/department.
- Office equipment, such as computers, printers, fax machines, and copiers, should be moved by the department's Information Technology personnel. Copiers that are under contract must be moved by the specific company that provides the contract. Laptops should be taken by Information Technology personnel or removed by the employee.

Boxes, Tape, and Packing

- **Boxes**
    o The first fifty boxes are provided. Additional boxes are provided at a cost. Book boxes (18"x12"x12") are the standard size provided. Any larger size box needs approval of the Space Management Coordinator in order to manage weight of boxes for the movers.
    o Contact Space Management for more information: Moves@MissouriState.edu or 417-836-4999.
- **Packing**
    o When packing the boxes be sure to use adequate packing materials.
    o Please be aware of the weight of each packed box. Do not overfill.
    o If the box needs special handling it should be set apart, clearly marked FRAGILE and identified to the movers.
    o All boxes must be sealed and taped prior to moving.
    o All personal items must be taken home prior to the move. Personal items include plants, liquids, framed items, cell-phone chargers, breakables, and anything irreplaceable.
- **Labeling**
    o All boxes must be labeled, indicating the person's name and the **new** room number or space that they are assigned to in the **new** location. Boxes should be

numbered in sequence, for example, box one of five, to ensure that all are returned. Place labels on the **end panels**, not on top of box.

o All furniture, equipment or any item being moved must be labeled (include person's name, new room number/location) with a white identification label. Space Management suggests that departments utilize a brand of removable multipurpose labels that will not damage the surface. (i.e., Avery 6460)

New Location

The department appointed move coordinator should map out the furniture placement for each space and display it on each new office/space door or provide it in advance of the move to the Space Management Coordinator.

Department Responsibilities

Campus moves are a significant undertaking that require the coordination of multiple campus departments, each having unique processes for obtaining move information. Each department listed below requires advance notice for their designated services. It is important that the department appointed move coordinator contact all involved groups early and often to discuss the move and establish timelines. The following items are the responsibility of the relocating department:

- Contact Networking and Telecommunications to schedule the move of phone lines and network jacks. Network and phone line cables are obtained from this department also.
- Contact Postal Services to update campus address information.
- Contact Key Control to request lock changes and new keys.
- Contact Custodial Services to request additional trash/ recycling pickup or removal/move of trash/recycling bins.
- Contact Surplus Property for removal of unwanted equipment/furniture, etc.
- Contact Environmental Management about disposal of chemical waste.
- Complete a Facilities Management work order for tasks such as sign removal. (Or to have items removed from walls.)
- All department owned items must be removed from building common areas before the departmental move.
- The Space Management Coordinator will work with Facilities Management to arrange for the relocation or removal of community items (vending machines, trash/recycling containers).

Moving Day Process

- All moves will take place Monday through Friday between 8am and 5pm.
- The department appointed move coordinator should have all spaces unlocked and accessible for moves at the start of the move.
- Prior to the move start time, all items need to be packed, surfaces of furniture clean and ready for the move.
- Before the moving company arrives, the department appointed move coordinator should inspect all items to ensure that they are correctly labeled for the move.
- The only people on site for the move day are the department appointed move coordinator and the Space Management Coordinator

Storage Items

Items moved to storage will not be accessible to faculty/staff. Double check that all items are properly marked for storage. Personal items should not be sent to storage. All paper and boxes should be moved to the new or temporary location with the faculty/staff member.

Post Move

When a group is fully moved out, the space should be clean for the next tenants. All garbage, surplus items, and furniture should be cleared from the space unless Space Management has approved a specific item to be left for the future occupants.
If items are left behind after the move, the department will be billed for clearing of the items.