

UNCW Warehouse Services Moving Services Customer Checklist

Use this checklist to assist your planning and avoid moving day stresses.
Moving Services conducts a pre-move phone interview and/or site inspection.
Please let Moving Services know of any concerns or special handling considerations you may have.
Questions? Call Moving Services at X23620 or X23621.

- Designate a move contact.** This contact person must be on site during the move.
- Submit all moving services requests via [U-Business](#).** Identify the order in which furnishings and offices are to be moved.
- Schedule Facilities** to remove wall-mounted items, fixtures, partitions or other items to be dismantled, or to make modifications such as re-hanging a door in the new location.
- Modular workstations?** Contact the vendor to schedule dismantling, move and re-assembly. If the unit includes electrical connections, Physical Plant may need to assist.
- Identify** in your move request any property to go to **surplus or be transferred** to another department, to ensure that portion of the move is also scheduled.
- Surplusing or Transferring Property?** In advance, complete and route a movable equipment form (MEF) for each item through Fixed Assets and Surplus Property. Forms must be attached to property to be accepted by Surplus. Contact Surplus Coordinator, George Syles, (X27776) if questions.
- Notify Fixed Assets** (X23156) of **relocation** of assets assigned to your inventory.
For partial departmental moves, complete and route a movable equipment form for each item. If moving an entire department or unit, contact Fixed Assets (X23156) for instructions.
- Requesting Temporary Storage?** Some limited short-term storage is available. To request, in advance, complete a *Temporary Storage* form. If storage is needed for more than 90 days, attach a justification memo signed by the department head to the *Temporary Storage* form. Contact Warehouse Services supervisor, Mike Smith (X23620) for additional info.
- Moving Services does not provide packing services.** To avoid possible delays or rescheduling of your move, pack all items before your move date.
- Wrap** and secure breakables. **Secure** boxes with tape.
- Remove** everything in desks, bookcases, file cabinets and storage cabinets.
- Do not over-pack a box.** Too heavy boxes are a safety concern, and may collapse or spill and damage your belongings. Avoid the hassle of re-packing!
- Label boxes and furniture** to make your unpacking easier. Include:
 - Person's name
 - Destination building and room number
 - Box contents
- Secure** furniture drawers, doors, pullouts or anything that can open and cause injury or damage. (Paper tape works well for this!)
- Disconnect** all office equipment from power source and data ports.
- Contact ITSD Technology Assistance Center (TAC) at X24357 to request assistance from your ITSD computer consultant:
 - **If you have concerns about disconnecting any cables, wires or plugs,** and
 - **To schedule a time to reconnect your computer, printer, etc.** in your new location.
- Wrap cords, wires or trip hazards** with tape, rubber bands or ties.
- Diagrams** help Moving Services know where you want items placed at the new location.

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UNCW Warehouse Services

Moving Services Courtesy Guide to Services

Pre-Move Contacts for University Services:

- Client Technology Services,** (e-mail: telcomwork@uncw.edu)
For telephone service changes, cable service changes, FAX lines or data lines
- Postal Services,** (e-mail: postal@uncw.edu)
To hold and/or re-route your mail
- Printing Services/Copiers, Ann Greene,** (X23697)
To request changes in copier service access or make arrangements to move a copier or risograph
- Facilities,** (X23101)
To request or return building keys. You will need to submit a *UNCW Key Request* form.
- Business Applications,** (X24071)
To change swipe card access
- Human Resources,** (X23160)
To update online directory information
- ITSD Technology Assistance Center (TAC),** (X24357)
 - To transfer to your destination's building consultant for future services (such as reconnecting equipment in your new location)
 - To request assistance in disconnecting equipment prior to the move
- Environmental Health and Safety,** (X23108)
For safety concerns or assistance before moving items requiring special handling (ex: lab equipment, chemicals, and biohazards)
- Moving an entire unit or department?
 - Applications & Access Management, Stanley Edwards** (X23716)
To update (green) roadside signs
 - @UNCW editor,** (email: uncweditor@uncw.edu)
To place a general announcement in @UNCW concerning your new location