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 AiM System. Login and select Moving Services. Identify the order in which furnishings and offices are to be moved.

☐ Submit a Physical Plant Work Request via AiM System to remove wall-mounted items, fixtures, partitions or other items that need to be dismantled, re-assembled, or that include electrical connections; or to make modifications such as re-hanging a door in the new location.

☐ 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 Property? All surplus items must be processed through the Surplus Property Management System (SPMS) available on U-Business. Login and select the Surplus Property link. Contact Surplus Coordinator (X23620 or X23621) if questions.

☐ Transferring property to another department? Prepare and route a movable equipment form (CD-0028) for each item. Contact Moving Services (X23620) 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 request via the AiM System. 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, (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.
UNCW Warehouse Services
Moving Services Courtesy Guide to Services

Pre-Move Contacts for University Services:

☐ Network & Communications, (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, Cris Dixon, (X23697)
   To request changes in copier service access or make arrangements to move a copier.

☐ Facilities, (X23101)
   To request or return building keys. You will need to submit a UNCW Key Request form.

☐ Applications & Access Management, (X23564)
   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, (X23057)
   For safety concerns or assistance before moving items requiring special handling (ex: lab equipment, chemicals, and biohazards)

☐ Moving an entire unit or department?

☐ Parking & Transportation (X-23178) or parking@uncw.edu
   To update (green) wayfinding roadside signs

☐ @UNCW editor, (email: uncweditor@uncw.edu or phone ext. 27109)
   To place a general announcement in @UNCW concerning your new location