

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