

# 1. Move Schedule



**Monday, January 11<sup>th</sup>** - Boxes and labels will begin arriving allowing you ample opportunity to begin planning your packing.

**Thursday, January 14<sup>th</sup>** - You will need to have completed packing all of your non-essentials before the end of the day, leaving only what you will need to work effectively on move day.

**Friday, January 15<sup>th</sup>** - **At 4:00pm, moving will commence.** Vacant offices will be targeted first beginning with the disconnection/termination of the telephone and computer systems.



**Monday, January 18<sup>th</sup>** - All systems will be operational and normal work will commence. Technicians will be present to assist you with any difficulties that you may encounter.

- **What do I do with my extra trash?**



Trash carts will be provided to you before your scheduled move day. To have them emptied, or for additional trash bins contact Corporate Real Estate (or your move coordinator).

- **Do I need to label my phones?**



**NO.** The technicians will move your phones. Your phone number and extension may be transferred to your new locations.

- **What do I do with my records mgmt. boxes?**

It is your responsibility to make the necessary arrangements for the pick-up of these items. **All boxes destined for the records management storage facilities must be picked up on or before the day of your move.**

- **What if I leave something behind?**



Arrangements can be made with your move coordinator to recover any important items left behind in your previous space.

## 6. Move Q & A

- **May I unpack over the weekend?**

You will need to contact your move coordinator for access and approval.

- **What if I am absent during the move?**

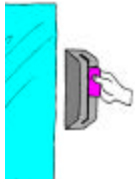


If you will be absent during the time of the relocation, you will need to pack before leaving or make the necessary arrangements with your department supervisor. You must be packed before moving will commence.

- **What about keys?**

All keys to your previous location must be collected and turned into the Corporate Real Estate department on or before the day you arrive in your new space. Keys to your new space will be provided to you prior to move time.

- **Will I need to reprogram my access card?**



Generally the answer is “No”. Your access information will be transferred by Corporate Real Estate via the building computer system.

## 1a. Q & A

- **When should I begin packing and purging?**



You should begin purging files one week prior to your move day. Packing should start as soon as possible and be done in small *windows* of time during this week.

- **When is my packing deadline?**

You should have most everything packed by your scheduled move day. The only remaining unpacked items should be the things which you will need to effectively work on the day of your move. These items will be boxed and labeled with “desk” as the designated location.

- **When can I begin to unpack?**

You will be able to begin unpacking at your new location on the day of your return.

- **What about my furniture, pictures, etc.?**

New furniture will be provided to you in your new space. DO NOT pack any corporate owned picture, chair, microwave, toaster, carafe, or other appliance.

- **What if I have any problems when I return?**

Technicians and move supervisors will be at your new location when you return to solve any problems that may arise. (You may also contact your department move coordinator for assistance.)