

# BGSU STANDARD OPERATING PROCEDURE FOR MOVES

As of June 5<sup>th</sup>, 2009

## Responsibilities

### Capital Planning:

- Notify all departments that are to be moved and assign space accordingly.
- If warranted, assign a project manager for the move.
- If project manager is assigned, schedule a move planning meeting with all moving departments and support staff (Facilities Services, Materials Handling, ITS, etc.).
- Determine if there are repairs/modifications required in the new space and schedule.
- Provide the fund/DCC/account information for the move to all concerned.
- If necessary, contact elevator company for standby emergency service.
- Arrange to have a painter/carpenter/electrician on call.

### Materials Handling:

- Conduct a walkthrough with departmental representatives of all areas involved in the move, and identify the type and amount of items to be moved.
- Determine with moving department representative(s) the sequence of individual elements of the total move (who moves first, second, etc.).
- Schedule the move on Materials Handling planning calendar.
- Deliver moving boxes, tape and labels to the moving departments.
- Conduct the move.
- Arrange for a contracted mover if necessary.

### Department/Organization:

- Order moving boxes and labels by calling Materials Handling at 419-372-2121.
- Pack boxes and label appropriately.
- Label all other items (furniture, equipment, etc.) with appropriate label.
- Inventory/photograph important or valuable items.
- Contact ITS to unhook and move telephones, computers, faxes and printers.
- Contact servicing copy vendor to move copy machines.
- Personally move any sensitive files/art/valuable personal items that may get damaged.
- Defrost refrigerators, and prop their doors open.
- Use the Moving Departmental Checklist to make sure you don't forget important steps.

# Moving Instructions and Tips

## Labeling System

Departments should follow our four-label system to indicate the disposition of each item:

- **To Be Moved [Green Tag]:** Move item from (room and building number) to (room and building number, contact name and phone number. Indicate if contents are fragile.
- **Surplus [Yellow]:** Item to go to surplus warehouse.
- **Do Not Move [Red Tag]:** Item will be moved by office occupant.
- **To Temporary Storage:** Item to go into storage in BGSU warehouse.

## General Information

- **Personal Property:** Moving small plants, desk clocks, pictures and other personal property is the responsibility of the employees.
- **Packing and Labeling Boxes:** Each carton is to be packed tightly and sealed with packing tape to prevent damage and disarrangement due to shifting. All containers must be marked indicating the name of the person and/or the new office room number.
- **Keys:** All keys are to remain in the possession of the employees who uses or is assigned responsibility for the locked items. Do not leave keys in desks or file cabinets.
- **Inks and Other Liquids:** Remove ink and other liquids from drawers and place in packing cartons. Caps must be on tightly to prevent leakage. Desk pen and ink sets must be emptied. For additional protection please place liquids in a plastic bag and seal. Please pack containers of liquid items in an upright position.
- **Fragile Items:** Glassware and breakable objects should be wrapped with paper towels or newsprint to prevent breakage and packed securely in cartons to prevent breakage.
- **Small Articles:** Small articles, such as pencils, pens, scissors, paper clips, erasers, rubber bands, etc. should be placed in sealed envelopes which are then packed in cartons.
- **Trays:** Place letter trays in packing cartons. Multiple tray assemblies should be taken apart before packing.

## **Desks, Credenzas and Tables with Drawers**

These items will be moved on end, and certain precautionary measures and preparations are required:

- To prevent the contents of the desk from becoming disarranged, remove all contents and place in cartons.
- Please lock drawers if able.
- Glass desk tops, desk pads and chair mats must bear the same identification label as the desks to which they belong.

## **File Cabinets**

- **Vertical file cabinets** will be moved with contents intact unless stairs are involved. The sliding guide at the back of each drawer should be moved tightly against the files. If stairs are involved, you must pack in boxes the contents of vertical files.
- **Lateral file cabinets** must be completely emptied. We always recommend that they be emptied and packed completely before moving. This is the safest way to relocate and will insure the continuity of any warranties you may have.
- **Please lock your file cabinets** if you have the keys. If you don't have a key, the cylinder lock on the files should be taped open to prevent inadvertent locking.
- **Sequentially number** your file cabinets, sectional bookcases, etc.

## **Supply Cabinets**

- Remove all contents and place in packing cartons.
- Observe the instructions for small articles and liquids.
- Place shelves at the bottom of cabinet.
- Doors should be locked or taped shut.

## **Bookcases**

- Remove all contents and place in packing cartons.
- Remove shelf tabs and place in envelope and pack in carton.
- Leave the shelves taped together, labeled and left in the bottom of the bookcase.

## **Artwork**

- Large pictures and wall mounted bulletin/white boards must be labeled.
- The movers will pad the artwork unless otherwise directed.

## **Copiers, Phones, Faxes and Computers/Printers**

- Copiers should be moved by qualified copy machine service representatives.
- All communications equipment including computers, phones, faxes, network printers etc. should be moved by ITS. They will disconnect all cables, your keyboard, mouse, speakers, etc. Contact your ITS representative to move your electronic and computer equipment.
- Back up and park your computer hard drive if applicable. Please take your back up disc with you.
- Laptops need to be moved by the employee normally responsible for that laptop.

## Moving Department Checklist of Things to Consider

- Alarms and access codes
- Attached items: removal/re-attachment
- Back up computers
- Boxes, packing material, tape
- Business cards, letterheads
- Cable TV
- Campus-wide notification of move
- Carpet cleaning
- Change of building use
- Clean, de-frost, prop open refrigerators
- Contact list: emergency numbers
- Damage policy
- Electric/data upgrades
- Electronic entry: peds
- Interior/exterior signage
- Inventory/photograph important items
- Keys
- Leased equipment may need to be moved by lease co.  
(copiers, fax machines, etc.)
- Networking of copiers
- Notify, BCPD, UPS, FedEx, clients, students, trade journals, magazines,  
newspapers, associations, vendors, monthly services, etc. of new location.
- Packing sequence
- Plants
- Remove all food items and debris
- Sensitive files/art/valuable personal items.  
(Move yourself if you don't want it lost/damaged.)
- Shred old documents
- Surplus and storage items
- Telephone numbers
- Update web sites