# Moving Tips from Facilities Services

Please review the following tips and contact Meera Vora (704.330.6079) if you have any questions.

- We only move employees; we do not move furniture unless we agreed to do so prior to scheduling your move
- This is a good opportunity to clean your files, catalogs, books, etc.
    - Please do not pack everything and plan to clean up when you unpack
    - Please clean up before packing
    - Moving costs the college money and therefore it is a good idea not to move unwanted items
- Please pack your boxes such that you can easily lift your box
    - Movers have backs and therefore use your judgment and mix heavy and light items in every box so that the box does not get too heave to be handled safely
- All file cabinets, storage cabinets, etc. must be emptied prior to being moved
    - Cabinets get damaged if moved while full, plus items inside could get damaged as well
- Please call 6000 for additional boxes before you are completely out of boxes
    - It takes maintenance a few days to schedule box delivery
- Please do not write on boxes or use tape with boxes
    - Boxes are self-closing, tape is not required
    - We reuse boxes and therefore when you are done unpacking, please break down boxes and put them in a neat pile away from hallways or exit paths
    - Call x6000 to request empty box pick up
- Please mark every item being moved with a clear destination
    - If items are moving from destination back to the original location they must be marked as well and communicated to the movers on the day of the move
    - If you plan to send items to Inventory Control they must be marked as SURPLUS so that Inventory Control can plan on removing items from the space through sale or by moving to IC storage
- All CPUs, monitors, printers, fax machines, etc. must be tagged with destination location
    - They do not fit in moving boxes and it is not safe to use boxes for these items
    - Carts are used to move these items
    - Please leave an empty box with destination tags next to each PC for ITS to use for computer accessories (keyboard, mouse, speakers, etc.)
- Facilities Services will need one person (familiar with all the details of the move) from your area to help on the day of the move and to work with the movers
- Please do not unplug your telephone
    - This will be done by ITS Telecommunication Services
- Please make sure every item from your area is either tagged to be moved, packed to be moved, tagged as surplus, trashed, shredded, or sent to storage
    - No papers/files should be left behind for someone else to go over and decide what should be done with them
- Movers do not handle pictures, live plants, or any personal items
    - Moving insurance covers $0.60 per pound only if the item damaged belongs to the College
    - Personal items are not covered during the move
    - If you have items that belong to you personally, please take them home before movers arrive at the job site
- If you have any items that need special attention or additional insurance, please let Facilities Services know
    - Movers only handle items owned by CPCC
    - If you have any leased equipment, please discuss them with Meera Vora