Moving Instructions

Personal Items:
- Please pack and move your personal items yourself. This includes plants.
- The movers will NOT be liable for damage to any personal items.

Marking:
- Every item to be moved MUST have a label on it.
- Logistics Operations will provide all boxes needed.
- Make sure that you mark them with your name, the room number you are moving to, or "STORAGE".
- If you want to eliminate items, mark them "EXCESS".
- If you want to archive files, mark them "ARCHIVE".

Phones:
- Phone and associated cables should always be packed using a NETS protective phone bag provided to you for this purpose.
- Phones should NOT be packed in boxes that will be stored.
- Phones that are no longer needed should be returned to NETS (use one of the phone bags to return the phone).
- Phones not plugged in after seven-days following the move date, will be charged to division.

Desks:
- Pack all contents of the desk into the boxes that will be provided.
- Place small items such as pens, paper clips, rubber bands, etc. in an envelope and place in box.
- Remember to label the desk, all modular pieces, and the boxes with your information!
- Please assemble a moving box with your name and new room number on the box.
- Leave the box in your office so that modular furniture pieces can be stored in the box when disassembled.

File Cabinets:
- All file cabinets are moved on their backs.
- ALL files MUST be completely emptied.
- Lock or tape down each drawer.

Bookcases:
- ALL bookcases MUST be completely emptied.
- ALL shelves MUST be taped together and labeled.
- Shelving hardware MUST be placed in an envelope or plastic bag and taped to the bookshelf.

Large Metal Supply Cabinets:
- ALL cabinets MUST be completely emptied, and the shelves removed and labeled.

Computers/Office Machines:
- All computers must be completely disconnected.
- The movers will move computer components in special, SPEEDPACKS.
- Pack cables, mice, mousepads, etc. should be packed in keyboard bags that will be provided.
- Remember to label ALL computer components, and the related boxes with your information!
Copy/Printer Machines:
- If the copier or printer you use is under lease or warranty restrictions concerning moves, please notify your vendor and Marion prior to the move.
- Otherwise, disconnect from power source, and remove toner.
- Movers will use protective pads.
- Remember to label ALL copiers, printers and any paper boxes with your information!

Disassembled Modular Furnishings / Misc. Odd Size Items:
- Remember to label ALL modular components, with your information! This includes all items that are un-boxable, including items that are too long or odd-sized and cannot fit into the boxes that are provided.
- If you need a special sized box, please notify the FMS&S Move Coordinator. If not, special care will need to be given to each piece.

Packing Sealing & Labeling Boxes:
- Boxes are stacked when moved or placed in storage. Please do not over-pack. Make sure all flaps are closed and sealed on top and bottom.
- Make sure that anything that is breakable is protected.
- Bubble wrap and/or foam, as well as tape are available on request from the FMS&S Move Coordinator.
- **Label all boxes on the short end, not the top.**

Help keep your organization’s moving costs down!!
- RETURN all boxes and anti-static bags to Logistics Operations for reuse!
Material & Service Provision & Costs

Materials Provided by FMS&S or Logistics (cost passed-through directly to moving organization’s account key)

- Boxes
- Foam & packing materials
- Tape
- Tape dispensers
- Box, equip & furniture labels
- Markers
- NETS Phone bags
- Antistatic/keyboard bags
- Computer SPEEDPACKS

Material & Labor Costs Passed-through Directly to Moving Organization’s Account Key

- All Moving Materials Provided by FMS&S or Logistics listed above (i.e., not being re-used from previous move)
- NETS “Special/Premium” networking services materials & labor (as defined in NETS policies)
- FMS&S Maintenance & Construction materials & labor for special modifications to facility space or utilities or to build, assemble or move labor intensive shelving or built-in cabinetry
- All third-party assembly, moving & construction labor and storage (including assembly of modular furniture)

Material & Labor Costs Included as Part of Indirect Cost Pool Overhead Rates

- FMS&S move planning, scheduling and coordination
- FMS&S move layout drawings
- FMS&S Maintenance & Construction materials and labor to provide minor move services (e.g., minor patch and paint fix, mounting of whiteboards, monitors & minor commercial shelving etc.)
- NETS “Standard” networking services materials and labor (as defined in NETS policies)
- Logistics move labor
- Logistics “temporary” storage of items during move process

PLEASE RETURN all unused phones to NETS, and all boxes and anti-static bags to Logistics Operations for reuse! Help keep your future and fellow organization’s moving costs down!!
Move Coordination Milestones

- Initial meeting scheduled:
  - With move coordinator
  - With internal move group

- NETS work order placed:
  - Confirmed:
  - Scheduled date:
  - Completion date:

- Maintenance work order placed:
  - Confirmed:
  - Scheduled
  - Completion date:

- Logistics work order placed:
  - Confirmed:
  - Scheduled
  - Completion date

- 3rd party assembly or movers scheduled:
  - Confirmed:
  - Scheduled date

- Move date finalized and re-confirmed by all parties:

- Other work/coordination required? Type/vendor:

- Satisfaction survey complete?