

MOVE SUPPORT CHECKLIST

Facilities Management – Work Order Center: 972-883-2177

To better serve our customers and make your next move an easier one, please set up a *Pre-Move Meeting* and use these helpful suggestions and checklist.

Pre-Move Meeting: One to two weeks prior to the targeted moving date, please schedule a meeting between your move coordinator and Facilities Management to conduct a move assessment.

NEED	DEPARTMENT	FORM / CONTACT
Crates	Facilities Management	Work Request
Carpets cleaned	Facilities Management	Work Request
Walls painted	Facilities Management	Work Request
Special electrical requirements	Facilities Management	Work Request
Door signs	Facilities Management	Work Request
General repairs	Facilities Management	Work Request
Locks changed	Facilities Management	Work Request
Keys	Facilities Management	eCAT
Electronic door access	Facilities Management	eCAT

Packing and Marking Containers/Crates: Facilities Management can supply crates of uniform size which allow for ease in handling, thus saving time and money. We highly recommend that you use these crates for packing materials from filing cabinets and bookshelves, as well as work materials from in and on your desk.

Normally, crates are provided to each department one week prior to their intended move, and are expected to be unpacked and ready for pick up within a week after completion of the move. Due to delayed return of borrowed crates and/or dollies, it has become necessary for Facilities Management to recoup charges to replace those items as indicated below:

Lost or unreturned crate = \$43.50 each
Lost or unreturned dolly = \$51.25 each

A Facilities Management Crate Agreement form will be required when requesting crates. If Facilities Management has not been notified via email to the PPWorkRequest@utdallas.edu inbox to retrieve our empty crates and dollies, each unreturned item will be deemed as lost. Cardboard boxes are available for purchase at \$2 each + 0.5hr delivery fee, as an alternative to our crates. These are to keep for however long you wish. ***After two weeks, any lost or unreturned crates or dollies will be billed at replacement cost to the account number on the work order.***

Move to Surplus – To assist Property Administration in tracking items moved from campus locations to Surplus, a completed UTD Interdepartmental Transfer/Release of Equipment form should be completed listing all tagged items. Property Administration should also be requested to wipe clean existing data from computers and any copiers or fax machines with storage capabilities. Computers sent to surplus will be picked up by Property, not Facilities Management.

Disclaimer: Facilities Management will not move scientific equipment and/or personal possessions, and is not responsible for any lost or damaged electrical or mechanical equipment.

Labeling System: Proper labeling is a must to achieve an organized, smoothly-executed move. Everything should be labeled, including each piece of computer equipment (i.e. monitor, CPU, keyboard and cable bundle). Also, be sure to label those sometimes forgotten items such as floor chair mats, trash cans, whiteboards, etc. Monitors, fax machines, small printers, etc. should be properly labeled and left on their respective desktops for our movers to pack, if you want Facilities Management to move those for you. Please notify Inventory of any change in location of computers. Remember: A well-labeled container is always easy to find. Here are a few examples:

Location - Where items are going - clearly indicating: From - To	Surplus (or not) - directive to mover
Do Not Move - directive to mover	Fragile contents - directive to mover

About Your Furniture:

Desks, Credenzas and Storage Cabinets are moved on their end. All contents should be completely removed; otherwise, items may fall out and become lost or damaged.

Vertical File Cabinets can often be moved with their contents remaining in each drawer. We recommend that you securely tighten the back of each drawer to prevent files from becoming loose or the contents mixing during the move.

Lateral File Cabinets must be emptied and their contents put into crates provided to you due to their light-weight construction and tremendous weight when full. Our movers will not move lateral file cabinets that are not empty.

Bookcases should be completely emptied into the containers/crates. Bookcase shelf pegs should be removed and packed away for safekeeping. Loose bookcase shelves should be counted, labeled and stacked in the bottom shelf of the bookcase unit.

Copiers & Printers - Before movement of any copiers, Facilities Management recommends that you notify your service contract agent. To ensure that no warranties are voided, please determine if they will move the equipment for you, or obtain their permission for us to do so. Please let Facilities Management know if the agent is to arrange the move or if permission was granted for us to proceed with the movement of the copier.

Delicate Material – Please mark these items as “**FRAGILE**” to ensure special handling, and be sure to advise the move Supervisor of the sensitive nature of these items. Proper labeling and communication is essential for moving these items safely.

Equipment Decontamination: Equipment that –

- Has been in **direct contact** with biological, chemical, or radioactive materials, or
- Has been used or stored in an area where such materials are present,

Must be decontaminated by laboratory/work area personnel or a third-party vendor prior to being moved out of the room where it is located.

1. A separate [equipment decontamination form](#) must be fully completed, signed, and attached in a visible location to the outside of each piece of equipment to be moved.
2. UTD Facilities Management – Surplus or Moves/Events teams will not move equipment without a completed form attached.

Please contact the UT Dallas Safety team by email at Safety@utdallas.edu for assistance with decontamination, referrals to third-party vendors, or review of equipment prior to moves.

It is our pleasure to assist you, and please feel free to call us with any questions!

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