



Moving Checklist

Planning the Move:

- Inform the SBS Manager of Space & Facilities.
- Determine what your moving budget will entail.
- Create your moving plan (sort furnishings/items, walkthrough move, purchase packing materials).
- Check Outlet and Data Jack Locations.
- Schedule UA Surplus pick up if needed.
- Plan the new office layout.
- Schedule movers.
- Schedule phone transfers.
- Schedule tech to be moved (computers, printers, scanners, etc.).
- Finish all packing and preparation.
- Inspect all furnishings and spaces (current space and new space) prior to moving to note any existing damages.

During the Move:

- Have a unit representative present on move day.
- Continue to inspect the spaces and items as they are being moved.
- Complete a final inspection of furnishings and spaces to ensure no damage occurred before movers leave.

After the Move:

- Clean up any remaining trash and recycling.
- Issue new keys and return old keys.
- Update signage and contact info for moved individuals.