

College of Social
& Behavioral Sciences

Moving Guidelines

PLANNING THE MOVE

- **Inform SBS Admin:** Inform the Manager of Space & Facilities about all moves prior to occurring. This will allow the college to maintain accurate and updated space inventories. You may also reach out to the space and facilities manager at any time during your moving process.
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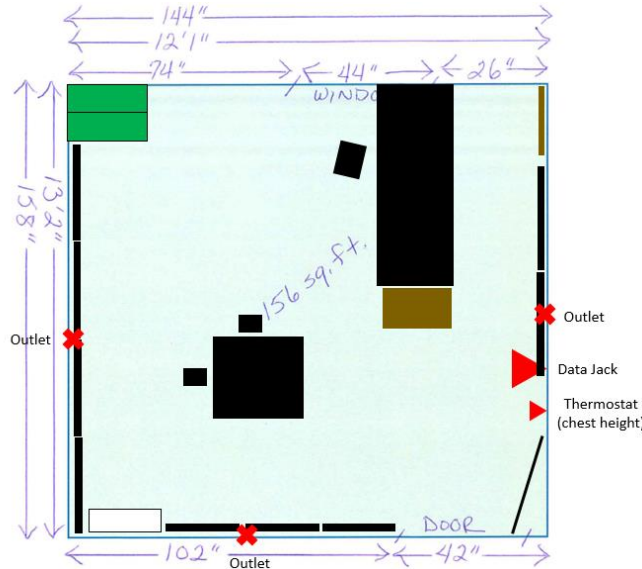
- **Moving Budget:** Determine your moving budget.
 - Do you need to purchase boxes or other packing materials (labels, tape, bubble wrap etc.)?
 - Consult with your business center to determine what S# will be used to submit a service request to Facilities Management (FM).
 - Moving costs depend on how many crew members are on the job and how long the job takes (via FM or outside moving company). Moves can vary from \$80 (1 office, mainly boxes and small items) to \$600+ (multiple offices with boxes and large furniture items).
 - If a moving estimate is needed, one can be requested through FM. If you have moving deadlines, be sure to request estimates 4 weeks in advance to avoid potential delays.

- **Moving Plan:** Determine what furnishings and boxes are going to the new space and what isn't.
 - Do you have items that are surplus? Items to be moved elsewhere (home, storage closet, spare office etc.)?
 - Try and estimate the number of boxes that will be moved (for books, files, misc. items). This will help with the packing process, purchasing boxes and/or informing the movers about what they will be moving.
 - Make sure furniture pieces will fit through various entrances such as doorways, stairwells and elevators.
 - Purchase boxes and packing materials. This can be done through the movers and the FM service request or you can purchase items separately through UA Buyways.
 - If the movers come to perform a walkthrough prior to the move, they can help you estimate the number of boxes and will check entrances for clearance (they will only do this upon request).

- **Check Outlet & Data Jack Locations:** What will you need connected to these (computer, scanner, phone, etc.)?
 - It is against UA Policy to have cords running across the room due to tripping hazards. They must be wrapped around the walls and tucked behind furniture.
 - If the budget permits, it's best to add additional outlets and jacks to optimize office configuration needs.

- **Surplus:** There are multiple options for getting rid of your surplus items.
 - If in good or fair condition, please notify the space and facilities manager to see if they can be repurposed.
 - Surplus is sometimes booked and cannot always pick up items before the date you need so plan accordingly.
 - If you need items removed by a certain deadline and UA surplus is not available, you can request the movers to drop things off at surplus. **Note: this will increase moving costs.*
 - Link to UA Surplus website: <https://pacs.arizona.edu/surplus>

- **New Office Layout:** Map out the new space to confirm measurements for furniture items (see example below).
 - This can be done on paper or using simple shapes in PowerPoint.
 - Make sure you check and measure drawers, modesty panels or other units underneath desks or table surfaces to ensure drawers can open and that outlets and data jacks are not blocked.
 - You should also provide a copy of the new layout to the movers or tape one in the new space. This will help minimize any confusion during the move.
 - Layouts are crucial to have if the occupant being moved is not present to instruct placement.



- **Schedule Movers:** Submit a [service request to FM](#). You can also request estimates and walkthroughs.
 - Risk Management advises that *UA employees and students do not lift or move items weighing more than 25-30 lbs.* Moving heavy boxes and furniture items can cause back injuries, foot injuries, wrist injuries, etc. and should be avoided at all costs.
 - If *furniture needs to be taken apart* prior to the move, you must let the movers know so they have the appropriate tools on hand during the move. Or, you can submit a [service request for FM](#) to take it apart before the movers arrive.
 - All *lateral file cabinets* must be emptied prior to moving. Vertical 4-5 drawer file cabinets can usually be moved while full, this is dependent on the movers so make sure you specifically ask them prior to the move.
 - Notify the movers about any fragile or specialty items prior to the move (antique furniture, heavy or glass items, etc.) so they can bring proper protection. See the [Packing Quick Guide](#) for more information on the packing process (for students or others assisting with the packing process).
 - In the service request, include the following:
 - How many offices/rooms will be moved?
 - Approximate number/what type of items will be moved (ex. 1 desk, 1 table, 5 chairs, 40 boxes).
 - Building name, room number, and address moving FROM.
 - Building name, room number, and address moving TO.
 - It is also advised that you request the crew to call you when they are on their way so you can meet them on site. Often times they will ask a custodian or anyone else they see to open the rooms and start working unless you specifically request that they do not begin without your designated person being present.
 - If an outside moving company is used, they will call 1 day prior to the move to confirm the time the crew will be arriving. **Be sure to confirm the specific arrival location.*
 - Link to FM Service Request website: <https://www.fm.arizona.edu/fmcustomer/servicerequests.aspx>

- **Phone Transfers:** Submit requests at least 2 weeks prior to the move by emailing UITS-telco@email.arizona.edu
 - Include the following in the email request:
 - The phone number(s) to be transferred.
 - The building and room number it will be transferred FROM.
 - The building and room number it will be transferred TO.
 - A KFS account number that you received from your business center.
 - Excel sheets can be sent when transferring multiple numbers/offices.
 - Transfers can take 5-10 business days to complete.
 - Most times, requests can be completed sooner than 5-10 business days but if UITS is short on techs it could take longer.
 - Specific dates can be requested more than 2 weeks prior if you want to plan ahead. UITS usually cannot guarantee the exact date but they will typically do their best to meet your needs.

- **Moving Tech (Computers, Printers, Scanners, etc.):** Submit a ticket to SBSTech via TicketDog ticketdog.arizona.edu
 - Submit a ticket at least 3 business days prior to moving if it's an existing SBS space.
 - Submit a ticket at least 2 weeks prior to move in the following cases:
 - Moving more than 5 computers.
 - Moving to a room that is new to SBS or has been unoccupied for more than 6 months.
 - When moving furniture into the new location, *do not block outlets and phone/data jacks*. Leave a small gap between the wall and furniture item for tech to access. After SBS Tech is done, the furniture item can be gently pushed or moved into its final place.

- **Packing:** See the [Packing Quick Guide](#) for more information on the packing process (for students or others assisting with the packing process).
 - Ensure all packing is done before move date arrives. Let your admin know you are done packing and admins, be sure to check in with the person being moved.

- **Inspect:** Check all furnishings and spaces (current and new spaces) prior to moving to note any existing damages.
 - Full visibility of the spaces may be limited due to existing furnishings so do your best to inspect and document what is visible to you at the time. As the move occurs, a unit representative should be present to continue inspecting the space periodically.
 - Check for hidden items on top of shelves or inside drawers, this is to help prevent injury to the movers and/or damage to the items.
 - Taking photos of the current and new spaces prior to the move is advised. In the case that damage does occur the photos can be used when filing a claim.

DURING THE MOVE

- **Unit Representative:** Make sure someone with details on the move is present on moving day.
 - Movers will need access to locked rooms involved in the move.
 - Movers will need direction on where things are going and may not always stop to ask. Even though items and boxes will be labeled, movers are not familiar with the buildings, work very quickly, and could unintentionally overlook labels.
 - Providing a furniture layout/floorplan to the movers will help reduce any confusion.

- **Inspect:** Continue checking on the spaces and items as they are being moved.
 - This is the best way to identify and document potential damage that may have occurred during the move.
 - Before the movers leave, complete a final inspection of furnishings and spaces to ensure no damage occurred.
 - If any items or facilities were damaged during the move, you must notify the movers and document the damage on a *property damage release form* prior to the movers leaving the site.
 - This form is provided by the moving company, if they do not prompt you to sign one at the end of the move you must ask for one.

AFTER THE MOVE

- **Clean Up:** Is there trash and recycling remaining?
 - If there are small amounts (such as a couple boxes or trash bags), they may be left outside of the room for custodial to pick up during their daily cleaning routine (labeling with “trash/recycle” is advised).
 - If large amounts of trash and recycling remain, you can call FM’s trash and recycling shop at 621-1264 to schedule a free pick up. If trash and recycle clean-up will exceed 1 hr, charges may apply.

- **Keys:** Issue new keys and ensure that old keys are returned at the same time.
 - Consult with your unit’s space representative for a new authorized key slip.

- **Signage:** Update any signage by submitting a service request to FM.
 - Room signage
 - Building directories
 - *Secondary building sign changes must be coordinated with the College* to ensure that all information is updated and accurately reflected on the new signage. These are the blue and brown metal framed signs in front of the buildings.
 - The unit’s space representative can assist with this.

- **Contact Info:** Update location and contact information for all individuals being moved (for the UA Phonebook).
 - Only business managers can do this by submitting a Personnel Information Change Request in UAccess Manager Self-Service.
 - If an entire department has moved, the business manager must submit an official address change request to the budget office.
 - Email address change request to Mario Calderon (calderom@email.arizona.edu) and Garth Perry (perryg@email.arizona.edu) at the budget office. Or it can be emailed to the budget office’s general email address (organizationalchanges@list.arizona.edu).
 - This must be approved by department head, they can be cc’d in the address change request.