

AGENCY GUIDELINES FOR PACKING AND MOVING

Updated 02/12/2020

PREPARING FOR YOUR MOVE:

Everything should be boxed and ready to move when the movers arrive!

Coordinator

There will be one coordinator selected by the agency/department being moved to assist and direct movers. This coordinator should be listed on the original move request form and is typically the main contact that Buildings and General Services (BGS) will correspond with throughout the move process.

Phone & Data Needs

An Ivanti Ticket will need to be submitted to ADS to notify them of all personnel moving so they can assist with the setup of computers and phones. SharePoint link is below:

<https://vermontgov.sharepoint.com/sites/ADS-IT>

If you have issues with or questions regarding this service, contact ADS Helpdesk at 802-828-6620

Box Items

Box as much as you can. Desks and bookcases must be **completely emptied** in addition to any other loose items you may have. Figure on 10-12 boxes per person if the group moving is file heavy and 6-8 boxes per person if the group has minimal file storage. BGS can arrange delivery of packing/banker boxes, bubble wrap, tape, etc. on request, but will back charge the agency for any incurred costs.

File Cabinets

Vertical filing cabinets that are above 3 drawers **need to be emptied** above the bottom 3 drawers. All lateral file cabinets **need to be emptied completely**. Ideally boxed files should be labeled to go back into the same drawer. **Tape keys** to the top of the cabinets or wrap file locks with tape to prevent accidental locking if key is missing.

Computers/Monitors

If your IT staff want to move computers, that is fine. If the movers are moving computers, the computers and printers need to be disconnected and ready to move. All associated cables should be in the same box with mouse, keyboard and speakers. Wrap all monitors with bubble wrap.

Copiers/Printers

Contact the company that services your copier. They may want to move it on their contract. If not, notify BGS as only a couple moving companies are competent with moving copiers. Be sure there is adequate power where you want to move the copier. If the copier is also used as a printer for staff, there needs to be a data connection at the copier location.

Personal Items.

This includes posters, pictures, plants, nicnaks, etc. Movers are not responsible moving personal items and are not liable for any damage/loss of said items. Please take home any personal items so they are out of the way prior to the move.

Labeling

The move coordinator will assign each person a move a number (typically this is the workstation that the staff is moving to). BGS will provide numbered plans/layouts on request.

That number will be posted at your new workstation

The number will also go on all your boxes, belongings, and chair.

Mark the sides of the box as the tops are rarely visible while moving.

Best practice: use labels for boxes and masking tape or similar for furniture.

Keep labeling consistent (recommend Avery removable labels 3-1/3" x 4")

Desks/Modular Furniture

Desks need to be completely emptied prior to move day. Remaining items will be treated as surplus or trash. If there is modular furniture moving (movable walls, panels, workstations, etc.) BGS needs advanced notice as they use a separate contractor approved specifically for that line of furniture. If the workstations are wired directly to the wall or power-pole, an electrician will also need to be notified.

MOVE DAY

Items not labeled will not be moved.

Un-Labeled items will be either moved to other districts or to Surplus property after the staff move. Some items in your existing work existing workstation may not fit into your new space. If staff are unsure if a piece of furniture will fit in the new location please leave it behind. Movers will be back on the following week to pick up additional items and make any adjustments in the new space.



Your work station should look similar to this on move day.

Sample Moving Label

John Smith

AK14-6