**MOVE INSTRUCTIONS**

Facilities Services

# contacts

**Facilities Contact** Click here to enter text.

**Department Contact** Click here to enter text.

**Department** Click here to enter text.

**Current Room #** Click here to enter text.

**Move Date** Click here to enter text.

**Phone #** Click here to enter text.

**Phone #** Click here to enter text.

**New Room #** Click here to enter text.

**Unpacking Date** Click here to enter text.

# BEFORE THE MOVE - Packing & Labeling Instructions

* All packing must be complete the evening before your move date.
* **All items to be moved** **must be labeled** stating your FIRST NAME, LAST NAME INITIAL,and newROOM **#** (ex. JOHN S. ARBUTUS 2100). Items not labeled will not be moved.
* Place labels on the side of the boxes, rather than the top, as boxes are stacked during a move.
* Do not write on the moving boxes. Use the labels provided. The coloured labels are the visual clue the moving crew is looking for to sort and relocate your items.
* To order additional moving supplies please submit *a Facilities Service Request* including the room# to which the supplies should be delivered. [www.kpu.ca/facilities/service-request](http://www.kpu.ca/facilities/service-request)

### Moving boxes

* Construct the moving boxes by folding in the bottom flaps of the box (ends first and then sides) and stretching 2 pieces of packing tape along the length. Please do not interlock the flaps as this weakens the box.
* Utilize all of the space in each box allowing enough room for the lid to close properly and be taped shut. Items that protrude from boxes may get damaged in a move. Do not overfill; boxes need to be stacked.
* To avoid scratching the furniture, pack boxes on the floor and stack to a maximum of 4 high with the heavier boxes at the bottom.

### Personal Items

* The contract with the moving company is for KPU assets only. Personal belongings (plants, ornaments, photos, art, etc.) should be removed or relocated by the employee. Facilities Services and the moving company will not be responsible for breakage or loss of personal items.

### files

* Relocation is the ideal time to purge any unnecessary papers, files and general refuse.
* Please recycle as much material as possible. Submit a *Facilities Service Request* to have a blue recycling bin temporary located in your area. [www.kpu.ca/facilities/service-request](http://www.kpu.ca/facilities/service-request)
* Confidential shredding is available at each campus *Copy Technology Centre* or you may box up all of the files and label “Confidential Shredding” and Submit a *Facilities Service Request* to have them picked up. [www.kpu.ca/facilities/service-request](http://www.kpu.ca/facilities/service-request)
* Please inform your Facilities Move Contact if confidential files/materials are a part of this move. An additional plan will have to be put in place to ensure safe transportation of these materials.

### Desks & Tables

* Pack contents of all drawers in boxes.
* Wrap breakables well and place them securely in boxes.
* Place label on the top of the desk.
* Remove all desk lock keys and tape them inside the drawers.

### Bookcases and Hutches

* Pack all contents in boxes.
* Place label on the front of the bookcase /hutch.
* Remove bookcase shelves and store on bottom of the unit. Shelf brackets/plastic pegs must be bound together with tape or otherwise and attached to the unit for shipping.

### File Cabinets

* Lateral file cabinets: Empty all but the bottom two drawers. (Exception; all confidential files should be removed and packed.)
* Vertical file cabinets: Empty all but the bottom two drawers. (Exception; all confidential files should be removed and packed.)
* Place a label on the front of the file cabinets
	+ A small notation can be placed on the bottom right hand corner of the label indicating from where the contents were packed (i.e.: Drawer 1, Box 1 of 2).
* Reload all file cabinets from the bottom up to prevent tipping.

### task Chairs and upholstered furniture

* As labels do not adhere to upholstered furniture, affix the labels to metal or wood arm rests or chair legs. If there is no metal or wood, pin labels to the front of the sofa or chair.

### Whiteboards, Cork Boards and chalkboards

* Submit a *Facilities Service Request* to have them taken down prior to the move date. [www.kpu.ca/facilities/service-request](http://www.kpu.ca/facilities/service-request)
* Label and prepare for the move.

### Computers and laptops

* **Submit IET Move Forms** a.s.a.p. to ensure IET is available to support the move. [our.kwantlen.ca/sites/apps/move/SitePages/Home.aspx](https://our.kwantlen.ca/sites/apps/move/SitePages/Home.aspx)
* Do NOT disconnect your computer system. IET will take care of disconnection and reconnection.
* All laptops are to be taken home and brought back to the new location after the move.
* Label every component of your computer system (keyboard, mouse, speakers, monitor etc.) to avoid losing it during the move.
* Please construct 1 extra empty moving box, label it, and leave it at your desk for IET to pack up all your computer components.

### Large Copiers, MultifuntionAL devices (MFD) and Printers

* Submit an *IET Service Request* to request an MFD to be moved. <https://sm.kwantlen.ca/CherwellPortal/employee>

Include the following information in the request:

* Make
* Model
* Serial Number
* Current location (Campus & Room #)
* New location (Campus & Room #)
* Move date and time

# DURING the Move

* One person from your department must be designated as the central point of contact and is required to be present for the duration of the move.
* Assume that you will be without access to your office and contents for the extent of the move, therefore; please arrange for alternate locations for all others to work during this time.

# After the Move

* **Keys** – To return old keys and/or request new keys <http://www.kpu.ca/facilities/signage-request>.
* **Door Sign** - If your new office has a new style of door sign, submit a *Door Sign Request* [www.kpu.ca/facilities/door-sign-request](http://www.kpu.ca/facilities/door-sign-request)
* **Mail** – Send updates of office location to *Logistical Services Mailroom* (alan.burns@kpu.ca) and cc. *Supervisor, Print & Logistical Services* (sean.kehler@kpu.ca)
* **Furniture** - To request new/surplus furniture or disposal of furniture, submit a *Furniture Request* <http://www.kpu.ca/facilities/furniture-request>
* **Surplus Supplies** - To return surplus supplies and empty boxes after the move please submit a *Facilities Service Request* [www.kpu.ca/facilities/service-request](http://www.kpu.ca/facilities/service-request)
* Please contact the following to assist with any post move urgent or general work requests:
	+ IET; [sm.kwantlen.ca/CherwellPortal/employee](https://sm.kwantlen.ca/CherwellPortal/employee)
	+ Facilities Services; [www.kpu.ca/facilities/service-request](http://www.kpu.ca/facilities/service-request)

# ENERGY SAVING TIPS

* Turn off your computer monitor whenever you leave your desk, and shut down your computer at the end of the day
* Unplug chargers to stop them from consuming energy after cell phones and laptops have been charged.
* Make the most of natural light – switch on only what you need.
* Turn off lights when not in use to take advantage of easy and immediate energy savings.
* Use blinds to save on heating and cooling costs. For example, you can close blinds at night to retain heat. Keep south and west-facing windows closed when the sun is on them, and close blinds against direct sun.
* Move furniture away from air grills and heating vents to heat your workplace efficiently.
* Dress for the weather to reduce unnecessary cooling/heating.