



**Southeast**  
Missouri State University

TM

**MOVING AND HAULING MANUAL**

**FACILITIES MANAGEMENT**

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# Preface

Welcome to the challenge of moving your office or department. We hope this booklet will help to make this opportunity a pleasant one. If at any time throughout your move preparations you have any questions or concerns, please do not hesitate to call Facilities Management at 651-2349, or e-mail questions to <TLee@semo.edu>. We will be glad to assist you in any way we can. This can be handled either by a phone call, or, if needed, we can arrange a meeting with you to discuss your move.

To prevent damages, we will use all means necessary to protect furniture, equipment, accessories, building and premises. However, in the unlikely event that any furnishings or equipment are damaged or missing during the move, please notify us in writing or by phone as soon as possible. Due to this being a non-profit department and all services are usually free of charge, all damages are the responsibility of the department being moved.

Again, it is the department's goal to assist you in order to make your move a hassle-free experience.

# Moving Guidelines

## **Philosophy of Moving**

The philosophy of moving is to get everyone involved, keep everyone informed, and try to keep everyone on the upbeat. No one really enjoys moving and it can be a time of short tempers and very little patience. Webster's dictionary describes move as to change position, place, shift, persuade, set in motion, rouse the emotions, change residence, take action, progress. It is not our intent "to rouse the emotions" but to make your move as smooth and quick as possible.

## **Work Order Request**

A Facilities Management work order request should be filled out for any type of department or office move. These internal requests can be electronically submitted on the main frame. Refer to your Facilities Management Work Order User Manual for instructions. If you do not have a manual, call x2349 and one will be sent to you. A week's notice is appreciated and 48 hours is mandatory to guarantee services.

## **Special Requests**

If you feel you have any special "needs," special requests, or anything that requires special attention, please call Facilities Management Service Center at x2349 before the move is scheduled, so we can discuss your specific request.

## **Moving Coordinator**

To expedite the move, please assign one person from your office or department to be "in charge" of the move. This works out better than to have several bosses trying to be in charge.

## **Delicate Items**

Any delicate items such as plants, wall hangings, pictures, personal computers, or personal items of any type, you can move yourself. However, the Support Services crew will be more than happy to move these items for you or to assist you in any way we can. Please point out anything you do not need moved or are planning on moving yourself.

## **Copiers, Computers, FAX Machines**

If copiers, computers, FAX machines, etc., are under any type of service contract or warranty, please contact the contractor. The contractor may be responsible for moving them.

## **Surplus Items**

For furniture, miscellaneous items, etc., that are no longer needed by the department, a Request for Change in Accountability form needs to be filled out and all copies returned to Purchasing at Mail Stop 2035. An example of the form is on page \_\_\_ in this booklet.

## **Keys**

For any keys needed, a key request form should be filled out and signed by the building coordinator. Then the form is taken to the Facilities Management Service Center, and the new keys are picked up. Any old keys that are no longer needed should be turned in when the new keys are picked up. For any questions or problems, call Facilities Management at x2331. An example of the key request form is on page 9 in this booklet. Actual forms can be requested at x2331.

## **Telephones**

For telephone services, you need to submit in writing:

- (A) the date of the move
- (B) the office and building you are moving from
- (C) the office and building you are moving to
- (D) the extension (phone) number to be moved
- (E) the jack number you are moving from
- (F) the jack number you are moving to  
(the jack numbers are located on the phone outlet plate)
- (G) if new phone jacks are to be installed
- (H) if there is a LAN computer line needed
- (I) if there is a FAX line needed

Any requests should be submitted to Telecommunications, mail stop 7780 at least 1 to 2 weeks before the moving date. For questions or problems, call Telecommunications at x2575.

## **Mail Service**

Any and all changes in your mail services should be made in writing and sent to Mail Services at mail stop 4850, or telephone x2953. This submission will generate assignment of a new mail stop code.

## **Human Resources**

When a campus department is physically relocating, the department should send a communication to Human Resources outlining information such as employee names, new campus address, mail stop, and phone number.

## **Campus Newswire**

To report a change in location of an office on campus, please e-mail [newsire@semo.edu](mailto:newsire@semo.edu). Please include in the announcement the new building and room number to which an office is being relocated and the date on which an office is being relocated and the date on which the move will be effective. Also please include the new phone number, fax number and e-mail address for the new location. The Newswire is distributed on Tuesdays and Fridays for the faculty and staff of Southeast Missouri State University. Individuals who would like to have announcements considered for inclusion in the Newswire should submit entries to [newsire@semo.edu](mailto:newsire@semo.edu) by noon on Monday for Tuesday's Newswire and by noon on Thursday for Friday's Newswire. Because of space considerations, submissions will not be published more than twice.

## **Handicapped Accessibility**

If certain features are needed, such as ramps, elevators, and door openers, you need to indicate any special needs in writing to your dean or chairperson.

## **Vending Machines**

For old machines that need to be moved or new machines that need to be installed, contact Vending Service at 290-5858 or send a request in writing to Vending Service at mail stop 4800.

## **Parking**

Parking on campus is always on everyone's mind. Please remind everyone involved where to park in relation to their new location before the actual move.

## **Security**

You will need to advise the Department of Public Safety (DPS) of your move and any special security request you may have.

## **Before Moving Day**

Prior to moving day, it is suggested that your staff acquaint themselves with the locations of restrooms. If any staff member is handicapped, this would be a particularly good time to check out the facilities to see if the rooms and stalls are handicapped accessible. Knowing where the fire extinguishers and fire exits are prior to or soon after moving into your new location is highly recommended.

## **Moving Day**

During the actual move day (or days), please be sure personal items (purses, wallets, etc.) are secured. There is much activity during this "busy" time and there may be many unfamiliar faces.

## **Floor Plan**

It is helpful and makes the job go much faster and easier if there is a floor plan specifying where everything is to go. This can be done ahead of time by someone in the department or if any help is needed please call Facilities Management Service Center at x2214.

## **Miscellaneous**

Other items to consider are:

- (A) Do we need new letterhead?
- (B) Do we need new business cards?
- (C) Do we need new signage advertising our new location?

# Furniture and Equipment Moving

## **Desks**

Desks may be moved on end and certain precautionary measures and preparations are required. To prevent the contents of the desk from becoming disarranged, place loose papers, stationary, cards, etc., in cartons. It is best to completely unload the desk and place everything in cartons and label the cartons.

## **Tables**

Remove all contents and place in packing cartons.

## **Vertical File Cabinets**

Vertical file cabinets can be moved with the contents intact. The sliding guide at the back of each drawer should be moved tightly against the files.

## **Lateral File Cabinets**

Lateral file cabinets must be emptied. They cannot or should not be moved with contents intact as it could cause the doors to become warped and not close properly.

## **Supply Cabinets**

Remove all contents and place in packing cartons. Observe the instructions for small articles and liquids.

## **Office Machines**

Place machines in packing cartons whenever possible. Place an identification label on a flat surface on the top of the machine or carton. Detachable cords are to be removed and placed in packing cartons. Non-detachable cords are to be wrapped around the machine and secured with masking tape. Typewriters and office machines being used on movable stands can remain on the stands but both items should be identified. Paper rolls and spindles for calculators should be removed and placed in packing cartons.

## **Bookcases**

Remove all contents and place in packing cartons. Move both pieces of glass (if applicable) to one side and tape the glass together with masking tape. Remove lock assembly, place in an envelope and place in a packing carton. Remove all loose shelves, tape together and place a label on them to identify which bookcase they belong to.

## **Computers**

Computer cables should be disconnected from the printer and the main terminal. They should be unplugged and any detachable cords should be removed and placed in a packing carton. Computers can be moved “as is” but for added security they should be placed in a packing carton and labeled. Printers should also be placed in packing cartons and paper removed. All computers should have the hard drive “Parked” prior to moving. Check with computer services for correct procedures. If assistance from Computer Services is required for setting up systems, a work request should be submitted to the Help Desk, at x4357.

## Suggestions for Packing and Labeling

1. Remove ink and other liquids, etc., from equipment and furniture and place in packing cartons. Caps must be on tightly to prevent leakage.
2. Glass items should be wrapped to prevent breakage and should be placed in packing cartons.
3. Small articles such as pencils, pens, paper clips, scissors, erasers, rubber bands, etc., should be placed in sealed envelopes which may be packed in cartons or file drawers.
4. Place letter trays in packing cartons. Multiple tray assemblies should be taken apart before packing.
5. Place coat hangers in packing cartons. Wrapping is not required unless there is danger to other contents of the box.
6. Each carton is to be packed tightly to prevent damage and disarrangement due to shifting. In some instances, it may be practical to pack the partial contents of adjacent furniture, or furniture to be located in a private office, into the same carton. This will conserve space and protect the contents during the move.
7. Personal property of any value is not to be left in desks. Moving of plants, planters, vases, briefcases, desk clocks, umbrellas, chair cushions, and other personal property is the responsibility of the employee. If help or assistance is needed in moving any of the above items, please feel free to ask the moving crew and we would be more than happy to assist.
8. In the event that keys are not available to lock desks or files, the cylinder lock on files should be taped open to prevent locking inadvertently. Keys are to remain in the possession of the employee who uses or is assigned responsibility of the locked area.
9. Please place identification labels on all items. Masking tape can also be used.
10. Each packing carton containing contents of a desk, table, cabinet or bookcase is to be given the same identifying number as the piece of furniture from which the contents were removed.
11. Equipment used on desks and tables such as typewriters, calculators, file boxes, etc., are to be labeled and coded with the same number as the item with which they are normally used.
12. All items, furniture, etc., and boxes should be marked with the new location.

13. Packing cartons can be requested from Facilities Management at x2214. There is a \$1.00 per box charge.
14. This manual includes a customer service survey on page 12. After your move is complete, please fill out the survey and return to Support Services, Mail Stop 7750.



# Wrapping Up

Facilities Management strives to provide quality services to departments on campus during relocations. We believe the best way to measure our success is through you, our customer. Please take a moment to complete the brief questionnaire below. Then simply remove this page from the booklet and drop it in campus mail addressed to: **Support Services, MS 7750.**

Organization \_\_\_\_\_

	Yes	No
Were our services helpful?	_____	_____
Did our services meet your expectations?	_____	_____
Was our staff courteous?	_____	_____
Was your request handled in a professional and timely manner?	_____	_____

Any suggestions or comments to help us improve our services: