

Campus Move Instructions

Planning, Design and Construction



The following information will assist you in your upcoming move.

If you have any questions or need additional information, please contact:

Tipper Phillips x4652 (tphillip@csusm.edu)

1. Planning, Design and Construction (PDC) will set up an appointment with you to discuss your move.
2. PDC will provide you with boxes and labels to label and pack up your space
3. PDC will submit the ESP (via People soft) and coordinate your move with IITS
4. Your computer and phone will normally be broken down the day **before** the move. Then re-installed in the new location the day of the move, **after** 2:00 pm.

COMPUTERS:

- **Please do not unplug or pack your computer.** IITS will disconnect and prepare all computer equipment for the move. Please backup any critical files to your H: drive or an external disk before the move. If you have any questions or need assistance, contact IITS at **ext. 4790**.
- **Access your Email from any active campus computer** by opening a web browser and entering <https://exchange.csusm.edu> (use your campus log-on)

TELEPHONES:

- **Please do not unplug or pack your telephones.** All telephones will be disconnected by Telephone Services. Your telephone numbers will remain the same and your Voice Mail will remain active while your phone is being moved.
- **You may access your voice mail from other phones at any time.**

KEYS:

- **PDC will request new keys**, if required, for the occupants that are moving and access will be provided to the new spaces on the day of the move.

BOXES:

- Each box must be labeled. Please do not tape or seal boxes.
- Each department is responsible for boxing their own belongings (bookcase contents, desk contents, file contents, wall decorations, etc.).
- Personal possessions that cannot be boxed (pictures, plants, etc.) are the responsibility of the owner, either take them home or move them after the move.
- Since all moving boxes will be used for subsequent moves by other employees, the prompt return of these boxes is appreciated. Please contact PDC for pick-up of the emptied boxes.

LABELS:

- ALL items moving or not **MUST** be labeled (See label placement instructions below).
- If the item is to go to another location, **Identify the Destination Location on the label** (See label placement instructions below).
- If the item is to stay, please write "STAY" on the label.
- If the item is to go to surplus, please write "SURPLUS" on the label.
- If the entire station, room or suite is being cleared, **ALL** items must be labeled. Items not labeled may be moved to "SURPLUS" and may not be retrievable.

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BOOKCASES:

- All contents of bookcases should be emptied, and contents boxed.
- All shelves should be removed and placed at the bottom of the bookcase
- All hooks should be collected and stored for safe keeping in a moving box.

FILE CABINETS:

For workstation reconfigurations in the same space.

- 3, 4 & 5 drawer file cabinets – the bottom two drawers can remain filled, empty the rest
- 2 drawer file cabinets – do not need to be emptied
- All drawers must be unlocked

For multiple workstation reconfigurations in the same space or moves to different space.

- All drawers and cabinets must be completely emptied, and items packed in labeled boxes
- All drawers must be unlocked
- All keys must be taped next to the lock core on the front

NOTE: If the contents in the file cabinet are very heavy, please use your discretion in unpacking more of the drawers. The movers are not responsible for a bent file cabinet if it is overloaded. Repair or Replacement costs will be the responsibility of the department.

All items must be packed and labeled the day prior to your scheduled move date.

LABEL PLACEMENT INSTRUCTIONS:

COROVAN		
FLOOR	ROOM	PIECE
CRA	6242	Box 10

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