



Moving Instructions

Packing

Boxes will be delivered to your departments upon request before your move, when possible. If you need more boxes, please contact:

Emily Spaulding via emily.spaulding@ttu.edu or 806-834-0593

File Storage

Vertical file drawers do not need to be unloaded. Please pull the spacer device in the drawers forward, lock the drawers, and the movers will wrap and move your vertical files on your designated move day.

Lateral files are recommended that the contents be removed. Please remove and box items in all other lateral file drawers.

This move is an excellent opportunity for your department to digitize and eliminate paper files. As files are sorted and removed from filing cabinets, please considering converting your files to a digital format, if possible.

Computers and Digital Files

Please disconnect and label your computers so they can be delivered to the correct area. This means you need to pack keyboards, speakers, mice, and other items associated with each computer set-up. You will be provided one large zip-lock per employee to manage and pack all of these ancillary items.

Please ask all your employees to back up their computer files before moving to the new location. Although we do not anticipate any problems, it is simply a precaution and safe practice to back up digital files before moving computer equipment.

Personal Items

Personal items in your office and desk such as pictures, mementos, lamps, clocks, etc., **should be personally packed and moved by each individual to ensure their safety.**

Copiers and Other Office Equipment

Leased copiers and other office equipment typically must be moved by the leasing company. Please check with vendors to arrange for these items to be moved at your convenience.



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Labels

Only those items with the delivered labels will be moved to the new location by the movers.

Please make sure that all items for transport are labeled with the provided labels, that each label is filled out correctly, and that the items are grouped together as much as possible. This includes boxes, furniture, and any other items to be transported. Also, please place the labels on the side of the boxes near the handles versus the top; this allows for ease of distribution.

Please include the following information on the labels:

- Owner's last name
- Building Name for the move location
- Room Number for the move location

Items that are not labeled will *not* be moved by the moving company.

Wall Mounted Items and Cubicles

The movers will not remove items from walls, such as installed shelves, nor will they mount items to walls when you arrive in your new location. The Physical Plant will remove items from walls for transport and they will also reinstall them at your new location at your personal request.

Cubicles will be moved by the movers and need to be labeled with the provided labels. The moving company employs specialists who will dismantle and reassemble cubicles at your new location. **Please note that the Physical Plant is responsible for disconnecting (unplugging) all power cords, "pony tails", and internet connections from cubicles.**

Scroll to find a table format titled, "Physical Plant Checklist", on page 4. Please include in this format wall-mounted items by room number and we will plan this portion of the move process for you. Include the number and location of cubicles that the Physical Plant needs to disconnect.

Telecommunications

Computers

Your new space will have data ports already installed for your computers and other telecommunications equipment. We will contact you for room-by-room data requirements to create a telecommunications work order. Please note that data ports are based on the number of occupants per room and not on furniture arrangement or other spatial conditions. This means that that occupants may need to use the entire length of cord to accommodate their computer placement in relationship to the data port.



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Telephones

Since Texas Tech University is converting to Voice over Internet Protocol (VOIP), your move presents the ideal opportunity to make this transition. We recommend you acquire equipment, either a headset or handheld receiver with desk set, and attend training before your move. For your new location, this will save telephone installation fees and later eliminate the need to move furniture which may be in front of telephone wall jacks.

Keys

The designated distributor for your department will need to follow the link, and fill out all necessary information in order to complete this process:

<https://www.depts.ttu.edu/operations/KMS/index.php>

There are help documents available for this process located on the bottom, right-hand side of the page. If there are any questions or concerns, please contact Emily Spaulding.



Physical Plant Checklist

Comments
