Office Move
Packing Tips
Overview

• **What**
  • Congratulations on your upcoming move! Operations will be working with you to coordinate the specifics of your project and is happy to work with you throughout this process.

• **When**
  • Refer to the schedule shared via email.

• **Furniture**
  • The specifics of your moved will be discussed with Operations, the plan may entail moving/rearranging existing furniture, or in some cases new furniture.

• **Computers, printers, and phones**
  • Computers, printers, and phones are coordinated through the moves team with Operations and LTC support.
Labeling Your Belongings

- You MUST put a moving label on everything that is moving.
- Labels should have your name and new (or existing) room number on them.
- Place labels on the boxes.
- Place labels on any furniture that is moving.
- Place labels on your chair.

**NOTE:** Put a piece of tape around the label to keep label from falling off.

- Anything without a label will be discarded and **NOT** moved.
Packing

• Pack the contents of your existing work area: desk(s), bookcases/shelves, credenzas, closets, etc.
  o Large items should have a label placed directly on them (for example shredders)
    o Do not forget to label your trash and recycle bins!
  o Small items should be placed in a labeled box
    o Remember to use packing materials (bubble wrap or newspaper) if necessary
    o Very small items like paper clips, loose pens/pencils should be put into envelopes, baggies, or smaller boxes prior to being placed into a moving box.

• In sum: any items which are small enough to be moved in a standard moving box should packed. Boxes that are large enough (about the size of a copy paper box) do not need to be repacked into moving boxes; simply apply a moving label directly to the box.
Packing Continued

• **File cabinets**
  - Vertical files: do not need to be emptied, unless they are 5 drawers or higher. If you have the key to the lock – please lock cabinet.
  - Lateral files: MUST be emptied (any number of drawers). Please lock if you have the key.

• **Label trash and recycling bins**
  - If you share a work station or office, perhaps you only need one bin per office, rather than one bin per desk.
Fragile Items, ETC.

Fragile Items
• Please use bubble wrap or newspaper around any fragile items, and place them into a box. Mark the box “FRAGILE” on all sides and on the top in Red.

Plants
• Place smaller plants in labeled box if they fit.
• Larger plants, just put a label on the pot.

Personal Items
• Please take your personal items home with you.
  Operations will not be held responsible for personal items or valuables during the move.
Recycling

- Go through items and recycle anything you do not need.
  - Remember to be green, and reuse/donate unused or unwanted items to HGSE’s freecycle!
    - A designated freecycle spot will be coordinated for your move.

- Both regular recycling bins, and confidential (locked) bins are available by contacting maintenance@gse.harvard.edu, or calling 617-495-3410.

- Ask the Operations moves point person if you have any questions on recycling, or freecycling!
Carpentry Requests

• Typically for moves the Moves Team works with the occupant to determine where wall shelves are needed/wanted, in some cases this can be left until after the move and the occupant has some time to get settled and can better visualize the space.

• Other carpentry requests include bulletin board/white board, photos, pictures, and other wall hangings. These items will be coordinated after the move, the you and the Moves Team will determine a “carpentry day” where these requests can be completed.

• For your existing offices you may require support to take down existing pictures and artwork, in this instance:
  • Please tell your moves point person what the item(s) is/are that will be coming down, and its current location.
  • Your moves point person will then send and email to Operations five business days prior to the move date.
  • Please note: only labeled artwork, pictures, and other wall hangings will be moved as part of the move.

• Don’t forget to label artwork, pictures, and other wall hangings.
Telephone Lines

• Please **Do NOT** unplug or pack your phone set!

• HUIT will move your phone set the day of the move.

• The night prior you may wish to record a greeting letting your callers know you are moving and there will be a delay in getting back to them

• HUIT will take phone lines out of service the morning of the move and phones will be reconnected by the end of the moving day.

• During the move ALL calls will go directly to voicemail
• During the makeover, your office will be inaccessible.

**NOTE:** Telephone service will be interrupted on moving day, and your phone will be inaccessible during your makeover.
Computers and Printers

• Please **Do not** disconnect ANY of your computer equipment.

• You should label your monitor, CPU, and any other necessary accessories.

• Computer move coordination will be coordinated through the Operations Moves Team and the LTC.

• Please let the team know if there are any special requests or considerations for your computer/technology equipment (for example I use only a laptop and will not require disconnection support, or I have secure data, etc.)
The Day of the Move

• Operations staff will be overseeing the move and will arrive on site with the movers and HUIT.

• Everything that is properly labeled and packed will move.

• Items will be transported to your new location per the agreed to plan.

• HUIT will move phones/lines to new location (if applicable).

• Operations will have staff back and forth between both sites until the job is complete.
Move Schedule

Day before the move

• In some cases this may be a Friday with a Monday move – so it would actually be three days before the move...
• You must be completely packed before you leave for the day
• Computers will be disconnected in the afternoon unless otherwise coordinated – NOTE: there will be downtime the afternoon before the move.

Day of the move

• HUIT and the movers will be arriving in the morning and will work through the day until the move is complete

Beyond the move

• The rest of the week will be unpacking and getting settled in
• Don’t forget to let your moves point person know of any carpentry requests
• Please notify your moves point person when boxes become empty so they can arrange a pick up with Operations
Completion of Move

- Keys for your new space (if applicable) will be available, you will need to fill out a key (index) card to sign out your new keys, in addition to returning your old office keys.

- Once you have unpacked your boxes, stack the boxes in a dedicated area. Operations will come by as requested or once every couple days and pick up boxes.
  - Newsprint should be recycled, bubble wrap is trash.

- Any problems or questions, please call or email your Operations Moves team point person.

- After your move/makeover is closed out subsequent facilities requests should be sent to maintenance@gse.harvard.edu or by calling 5-3410

Thank you for your help!
-HGSE Operations Department