

HARVARD



GRADUATE SCHOOL  
OF EDUCATION

# Office Move Packing Tips





# Overview

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- **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

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- 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.



Labeling



# Packing

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- Pack the contents of your existing work area: desk(s), bookcases/shelves, credenzas, closets, etc.
  - Large items should have a label placed directly on them (for example shredders)
    - Do not forget to label your trash and recycle bins!
  - Small items should be placed in a labeled box
    - Remember to use packing materials (bubble wrap or newspaper) if necessary
    - 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.**



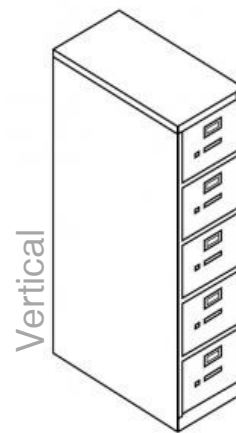
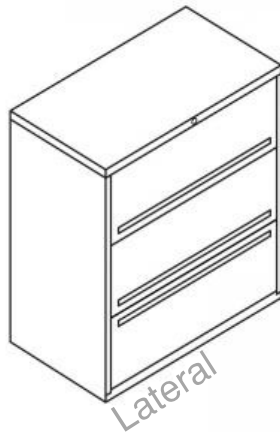
Packing



## Packing Continued

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- **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.



Packing



# Fragile Items, ETC.

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## 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.



Fragile, etc



# Recycling

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- 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](mailto:maintenance@gse.harvard.edu), or calling 617-495-3410.
- Ask the Operations moves point person if you have any questions on recycling, or freecycling!



Recycling



## Carpentry Requests

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- 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 an 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

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- 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.**



Telephones



# Computers and Printers

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- 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 you computer/technology equipment (for example I use only a laptop and will not require disconnection support, or I have secure data, etc.)



Computers



## The Day of the Move

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- 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.



Day of Move



# Move Schedule

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## 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

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- 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](mailto:maintenance@gse.harvard.edu) or by calling 5-3410

Thank you for your help!  
-HGSE Operations Department



Move Completion