**CHECKLIST FOR PLANNING MOVES**

The tasks below are not in any particular order. Note that not all tasks will be required for every move.

Before the move

* Document Imaging
  + Initial set up
  + On-going process
* Storage: determine need and make arrangement
* Recycling
  + Office paper, etc.
  + Electronics
* Disposal
  + Confidential documents
  + Non-recyclables
* Contact Parking and Transportation services to set up contract parking changes for faculty/staff
* Enter computer move(s) in Coconut
* Verify data and phone location, schedule move service with NTS
* List task chair, workstation modifications, and other needs for new location
* Identify a mover and schedule the day(s); order moving boxes and book carts if needed

After the move

* Recycling
  + Office furniture and equipment
  + Lab furniture and equipment
* Lab Clean Up
  + Radioactive/biohazard waste
  + Chemical waste
* Mail service in new location: contact Campus Mail and USPS for forwarding service
* Follow up on workstation items such as keyboard trays and other adjustments
* Arrange with FM to hang any wall items
* Request custodial cleaning if needed