



PACKING PROCEDURES

1. Enter a work order in [SchoolDude](#) for **Grounds Crew** for the moves and enter a separate worker order for the **Carpenters** if items need to be disassembled or taken off the wall.
2. All individuals must pack their belongings: books, papers, and personal items in boxes clearly labeled with their name and destination (building and room number). Please note on respective boxes any required special instructions such as fragile, glass, etc.
NOTE: Recommend that personal, valuable, or fragile items be personally hand carried to your new location by the owner.
3. BOXES must be PROPERLY and SECURELY assembled and fastened with tape. **Contents of cartons not to exceed 50 pounds.**
4. The Central Storeroom has a limited number of boxes available that may be requested through a work order request. There is also the availability of shipping boxes through SAP #24341 for boxes designed for specific moving and shipping purposes.
5. All computers are to be disassembled and ready to move. Please pack power cords, wires, keyboard, mouse, pads, and other small items in a properly labeled box. Be sure to label your computer hardware (monitor, hard drive, etc.) with your name and destination (building and room number).
6. **IT Support requests for technology related issues are the responsibility of the requesting department.**
7. All contents from **lateral** file cabinets, desk drawers, bookshelves, etc., must be emptied and boxed. Regular **upright file cabinets** must be emptied except for the bottom two drawers. Please make sure file drawers are locked and/or secured to prevent opening during relocation.
8. If furniture is to be moved, please measure the new location to be sure it will fit prior to moving. **To the extent possible, existing furniture in the new location should be used to avoid double moves.**
9. **CLEARLY ID/label** your furniture, boxes, cabinets, and bookshelves, (all furnishings) with your name and destination (building and room number). Please DO NOT use post-it notes (masking tape works well).
10. **IF APPLICABLE** each room must provide a simple furniture layout for proper placement at the new location.

11. Please identify items that need to be disassembled prior to being moved. A separate work order must be entered to have these items disassembled prior to moving and reassembled after moving is complete.
12. Surplus items should be identified with SAP #24415 green labels, available from the Central Storeroom.
13. If information is not confidential there is no shredding required and these items may be processed via traditional means. Items determined as confidential that will need shredded must have a work order submitted to the Central Storeroom. If a large volume of shredding needs to be processed an outside resource will be contacted for on-site shredding purposes.
14. All requests require a point of contact via phone or on-site individual knowledgeable of any specific needs pertaining to the move.

Please contact me if you have any questions.
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