



## **Moves Request Checklist**

Requester Name: \_\_\_\_\_

Department: \_\_\_\_\_

### **Planning for the move**

**Will equipment/furniture be transferred or disposed of for this move?**

Departments wishing to transfer or dispose of USF property/assets must follow the appropriate procedures outlined by Asset Management in the University Controller's Office, here is a [link](#) to their page. Any items identified for disposal must be addressed by the Department prior to the move including proper sign off by the Accountable Officer and Asset Management. Assets are required to be advertised on the [USF Property Listserv](#) for availability to other University departments for three consecutive days. (To post to the USF Property Listserv you must subscribe by entering your name and email address). If the asset remains unclaimed after the three days, you can proceed as long as all Asset Management's requirements have been meet. **Movers will not dispose of assets with USF tags, it is the responsibility of the department to remove the USF tag once approval has been provided by Asset Management for relief of property.**

**Will items need to be recycled? (Refrigerators, large bulk requests, etc.)**

Please describe the items \_\_\_\_\_.  
Please submit a paying work order to the Facilities Management Service Center, here is a [link](#) to their page.

**Will any hazardous materials need to be moved or disposed?**

When departments require lab moves please follow the appropriate procedures outlined by Environmental Health and Safety, here is a [link](#) to their page.

**Will computers need to be moved?** How many \_\_\_\_\_

Contact IT Service Desk for assistance with the relocation of computers, here is a [link](#) to their page. Use "Submit an Issue" under "Contact us" or email [help@usf.edu](mailto:help@usf.edu). Computers should be connected/disconnected by USF IT, Movers will only move computers once they have been completely disconnected.

**Will phones need to be moved?** How many \_\_\_\_\_

Phone moves should be requested by contacting IT Communication Services, here is a [link](#) to their page. Use the "Services Request Form" under How to Request This Service. Do not unplug phones, they should only be moved by IT.

**Will technology need to be salvaged or disposed of?**

Contact IT Service Desk for assistance with the salvaging equipment, here is a [link](#) to their page. Use "Submit an Issue" under "Contact us" or email [help@usf.edu](mailto:help@usf.edu).



**Two weeks prior to move**

- Request floor plan layout.** When available Facilities Management can provide a drawing of the suite, department or area to help identify where furniture and boxes will be moved. Submit request via e-mail to the Facilities Management Service Center at [FM-ServiceCenter@usf.edu](mailto:FM-ServiceCenter@usf.edu).
- Will an onsite review be needed for this move?**  
Contact Facilities Management to arrange a meeting with the moving vendor to go over the details of the move and recommended packing materials etc.
- Are totes or boxes needed for the move?** (Totes are 24"x12"x18", Box sizes are in Cubic Feet, options are Small - 1.5CF, Medium - 3.0CF & Large - 4.5CF)  
No. of totes \_\_\_\_\_ No. of small boxes \_\_\_\_\_  
No. of medium boxes \_\_\_\_\_ No. of large boxes \_\_\_\_\_
- Will you need bubble wrap to help prepare for the move?**  
Bubble wrap comes in a variety of sizes, with roll widths ranging from 12" to 48" and thickness from 1/8" to 1/2". Coordinate with the vendor for recommended size for your items. Size \_\_\_\_\_ No. of rolls \_\_\_\_\_
- Will you need moving paper to help prepare for the move?** (Paper size is 48"x72" approx.)  
No. of rolls \_\_\_\_\_

**Week of Move**

- Tag/label all assets that have been properly released for transfer or disposal and complete the appropriate Items to be relocated form / Items for disposal form included herein.**
- Pack all items prior to scheduled move date**
- Take home any personal items**
- Empty all desk drawers, cabinets, credenza, file cabinets, overhead bins, workstations, etc.**
- Box all contents and label all boxes with new room number, location or area where they will be going**
- Relocate staff to temporary workstations if needed**
- Clear work surfaces including computer** (Do not unplug computers, IT should help with connecting/disconnecting the computers)



**ITEMS TO BE RELOCATED FORM**

ROOM NUMBER: \_\_\_\_\_

DATE OF MOVE: \_\_\_\_\_

BUILDING/FLOOR: \_\_\_\_\_

(If multiple rooms are being relocated, use separate copies of this form for each room)

| Description       | Current Room # | New Room # |
|-------------------|----------------|------------|
| Desk              |                |            |
| Chairs            |                |            |
| Credenzas         |                |            |
| Conference Tables |                |            |
| File Cabinets     |                |            |
| Couches           |                |            |
| Tables            |                |            |
| Pictures          |                |            |
| Whiteboards       |                |            |
| Packed Totes      |                |            |
| Packed Boxes      |                |            |
|                   |                |            |
|                   |                |            |
|                   |                |            |
|                   |                |            |
|                   |                |            |



**ITEMS FOR DISPOSAL FORM**

ROOM NUMBER: \_\_\_\_\_

DATE OF MOVE: \_\_\_\_\_

BUILDING/FLOOR: \_\_\_\_\_

| Description       | Number of Items | Movers – Count & Check off |
|-------------------|-----------------|----------------------------|
| Desks             |                 |                            |
| Chairs            |                 |                            |
| Credenzas         |                 |                            |
| Conference Tables |                 |                            |
| File Cabinets     |                 |                            |
| Couches           |                 |                            |
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**\*\*Once complete, please initial and keep a copy for your own records: \_\_\_\_\_**