

Physical Plant

Grounds Maintenance Department



Moving Guidelines and Procedures

We are committed to **Total Customer Satisfaction**. In order to assist the occupants to prepare for an office move, the following list of procedures will help assure a more effective relocation process. In the interest of providing some standards, these guidelines were developed by the Physical Plant Department.



Guidelines/Procedures for having furniture and equipment moved by Physical Plant: Lab and Office Relocation:

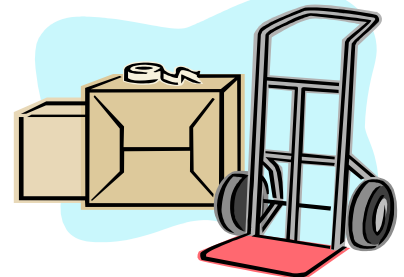
- Make certain everything to be moved is marked (indicating room/location where it is to go.)
- DO NOT use stick on or "Post-It" notes unless they are taped on to the items requiring to be moved.
- Only marked items will be moved. Physical Plant can provide ID tags to mark items requiring to be moved. These will be delivered through campus mail and can be requested at Physical Plant front desk by calling extensions #4207, or #4240.
- Empty desks of all contents.
- Remove all pictures from walls/doors.
- Empty all bookcases and bookshelves. Empty all file cabinets. Empty two door storage cabinets (tall and small).

Most cabinets have a false bottom and will be damaged in moving if loaded.

- Lock all file cabinets (if cabinets cannot be locked due to key unavailability, leave a note indicating, "DO NOT LOCK.")
- Small items such as: phones, computer wires, mouse, books, etc. must be boxed and marked properly. No loose items will be moved.
- Packed boxes with fragile items should be marked clearly as "FRAGILE."
- Computers/printers/etc. will be moved by Physical Plant personnel. Please make arrangements with IST to have equipment ready and disconnected.
- Arrangements to have your telephone/ computers relocated and transferred are the responsibility of individual department.
- A floor plan of the new office arrangement needs to be taped to the door of the new office showing furniture and equipment locations. Please use a tape measure to be certain desired locations of items will fit in the space indicated. When relocating an office, lab, or other area, it is recommended for someone to be at the new location to coordinate furniture arrangements if a plan view of the new area is not provided. Floor plans of your area are available upon request at the Physical Plant Department. If you need copies call Ext.#4237

and can be delivered through campus mail.

- Personal items need to be handled and moved by the occupant.
- Painting, stripping, and waxing requests will be handled and scheduled by the Physical Plant Department on a work order basis.
- Boxes for packing need to be requested and obtained from the Custodial department. At times boxes are not available the occupants should make other arrangements.
- For event set-up, a 5-day notice is needed. Work orders for events must have a layout pointing all needs (furniture, signs, banners, electrical needs, partitions, stage, flags, etc.) To include who, what, when, where, and how many?
- Cooperation in adhering to these guidelines will go a long way in assuring a smooth and trouble free relocation.



<http://www.harlingen.tstc.edu/physicalplant/index.aspx>

<http://www.harlingen.tstc.edu/services/policy.asp?Policy=1.20#policy>