

CALIFORNIA STATE UNIVERSITY, STANISLAUS

Facilities Services

MOVING INSTRUCTIONS

In an effort to ensure a smooth transition to your new location, we ask that you follow the below instructions when preparing to move and start the packing process:

Please contact Kirstin Wolfe, Custodial/Resource and Special Services Manager at extension x6526 prior to your move to discuss your schedule logistics and to obtain the necessary boxes, labels and/or tape. You must have a signed work order prior to your move.

1. Please use the labels provided to indicate the exact location you are moving to, for example L-155E. Place the label on the upper side of the box for easy identification on moving day. One piece of tape is sufficient to close the box top lid.
2. Please refrain from marking directly on the moving boxes. Use a piece of paper to note contents and place securely on the box. As campus moves are on-going, the boxes you use today will be used again for another move. Your department will be credited for all viable boxes returned.
3. All boxes must be closed properly and no items may protrude from the top of the box to increase the box capacity. This will allow assembly of full loads of boxes onto the dolly and moving carts.
4. The Facilities staff has been instructed NOT to move personal items. Personal property will need to be transported by its owner.
5. Please keep in mind Facilities staff will not pack for your move but will provide the service of moving packed boxes and furniture. Please be packed and ready to move on your scheduled moving day.
6. Do not place computer equipment in cardboard boxes (screen, monitor, hard drive, etc.), we will provide you a wooden rolling cart specifically designed to safely transport your computer equipment. Please indicate on each piece of computer equipment its exact room number destination.
7. If you require additional boxes, tape or moving labels, please contact extension 3211.
8. It is your own responsibility to contact Campus Telephone” OIT/IMC for your computer and telephone needs. To obtain keys for your new location, you will be responsible for submitting to University Police a Key Request Form.
9. When possible, please ensure a representative from your department is available for our moving crew at your old location to assist with questions.
10. Facilities staff is not permitted to unplug computer equipment. On moving day, you need to ensure that all computers, keyboards, mouse, FAX and copy machines are unplugged and ready for transport. Facilities staff is not permitted to connect said equipment in your new location.
11. For safety purposes, all desk drawers, bookshelves, file cabinets, etc., must be emptied prior to moving day or these items cannot be moved for their safety and yours.

Thank you in advance for adhering to the above instructions. By following these instructions it will ensure a smooth transition to your new location on moving day.

If you have any questions regarding your move, please contact Kirstin Wolfe at Facilities Services at 664-6526.