

Department:  
Move Date:  
Move Time  
Project Manager:

**Prior to Packing Check List**

Packing materials will arrive 2 weeks prior to move. All packing must be completed prior to the start of the actual move. Please be sure all contents including trash, desk contents, and Shred-It containers are emptied prior to move. Begin to purge all unwanted items prior to packing!

**What Needs To Be Packed?**

**Metal Lateral File Cabinets:** Only the contents of the bottom two drawers can remain. Pack all other drawers on provided bookcarts or boxes.

Lock file cabinet if possible.

**Vertical File Cabinets:** These can remain packed but please secure all loose items. Lock file cabinet if possible.

**Two Door Cabinets with Shelves Inside:** These need to be completely emptied into boxes, equipment cart, or bookcart.

**Bookcases:** All shelves need to be emptied into boxes or bookcarts.

For freestanding furniture or equipment, place a label in an obvious and secure location

**Telephones:** A TFC representative will review with each department

**Pre-Packed Cartons:** Do not need to be repacked. Add a label to the outside of the box

**Whiteboards/Bulletin Boards/ Art:** Add a label to the front corner of the piece.

**Leased Equipment:** Contact the vendor directly for relocation of these items (printer, copier, specialty equipment, etc)

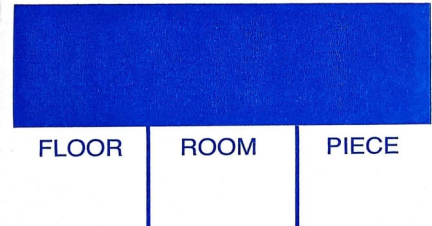
**Department-Owned Printers/Copiers:** Place label on printer. IS will disconnect and place wires in a keyboard bag. QI will move to new location.

**Refrigerator/Freezers:** Any refrigerator, approved to move, must be defrosted at least 24 hours before move day (This will be addressed with each department individually). If the refrigerator has a water dispenser

or ice maker, please contact Facilities to disconnect the water line before it can be relocated.

**-20/-80 Freezer:** Please empty contents of freezers prior to move. QI will provide coolers and ice packs.

**Packing Material**



Labels



Keyboard Bags



Boxes



Packing paper



coolers



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#### **Packing Check List**

Tag all computer/printer equipment with your future location prior to move. Monitor, tower, keyboard, mouse, headset, etc.

Log off EPIC and turn off computers.

IS will disconnect all computer equipment and place loose items in keyboard bag. Monitors will be wrapped in bubble wrap and moved/relocated by move team. LEAVE ALL (equipment, bubble bags and keyboard bags) on your desk.

Start packing everything into your boxes. Add label to the END (side with handles) of each box. Refer to circle number drawing for your new location number.

For easy removal after the move, please bend the corner of the label prior to application.

Please stress to your team that they should NEVER lift a full box. Start with an empty box, pack, close lid and repeat until there is a stack of 4 boxes high. QI member will come and load all boxes.

If moving with you, label your trash can and recycle bin.

Unplug all machines and wrap cords, followed by adding label

**ANY ITEMS NOT LABELED WILL NOT BE MOVED**

Space Heaters and non-drug mini refrigerators: These items will not be moved unless approved by BJC representative .

#### **Post-Pack Check List**

All spaces being vacated should be empty and should be left in a broom-clean condition for next occupant

IS will pick up a surplus of unwanted or unused computer equipment.

Please unpack your boxes as soon as possible. There will be a large box (speedpack) left in your area to place empty boxes into.

Once this is full, please contact Quality Install to come pick up 314-332-9474