



New HQ Employee Moving Guide

Pre-Move Tip:

- Remove all unneeded and/or personal items from your area **before the move**.
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PACKING INSTRUCTIONS:



The movers will provide labels and your move coordinator will help you with your label's information. Anything relocating to the New HQ must have a label. Only items with labels will be moved.

I. Personal items:

Employees should take all personal items home prior to the move. The movers are not responsible for personal items.

II. Boxes:

Be sure that all boxes are properly assembled. If you require additional boxes or packing materials, please ask your move coordinator. To avoid accidents, employees are asked not to move heavy boxes or furniture without appropriate assistance. Please contact your move coordinator to make arrangements for heavy items.

III. Fragile / High Value Items:

Use correct packing materials when packing these items, marking the box "FRAGILE" on all sides. Notify your move coordinator of all fragile/high value items.

IV. Files:

All files (unless the retention schedule requires their storage, see section V) and filing cabinets will *not* be moved to the new HQ. Please see the paperless tip sheet for more information.

V. Secure Files:

Please notify your move coordinator at least **one week before your move** of all secure files that need to be transferred, such as student records. Secure files will be packed separately in special crates and locked prior to moving.

VI. Supplies and Supply Storage Cabinets:

Pack all desk and supply storage contents. Scan any remaining files. Seal items such as paper clips, pencils and all other loose materials and then pack them in cartons. Protect all glass items with extra paper or other stuffing.

VII. Computers and Office Machines:

Please do NOT pack these machines. Leave the machines on top of your desk or stand. Movers will give special attention to these units. Please disconnect all power cords and pack any extension cords. These items must have a label.

VIII. Keys:

All keys should be tagged and taped to their matching locks.

IX. Special Equipment:

Professional services may be required from Dahill to disconnect copiers. Your supervisor should contact Dahill before the move. Likewise, if there are vending machines that need to be moved, the vendor must be called before the move. These items must have a label.

X. Consolidating:

If possible, consolidate your office belongings with other employees that will be located in your immediate area at the new HQ. If you have extra space in your box or carton please offer to consolidate with your fellow employees.

XI. Refrigerators:

Refrigerators/freezers need to be emptied and defrosted **before** the move. All plumbing connections must be disconnected. Keep appliance plugged in, movers will disconnect.

XII. Miscellaneous:

If any items remain you're unsure of, please ask your move coordinator.

Important: All equipment containing liquid must be drained prior to the move.



MILESTONE CHECKLISTS

One Month Prior to Your Move:

- Decide what items you will need right up to moving day and don't pack them early.
- Begin sorting items into move, retain/scan (records), donate and recycle categories; pack or dispose of these items to avoid clutter.
- Backup any remaining files to appropriate drives and/or Laserfische.
- **Move Solutions will schedule a PACK MEETING with your department to answer any remaining relocation questions you may have.**

One Week Prior to Your Move:

- Plan and prepare a day-of-move box with essentials for daily operations and keep it handy.
- Create a hard copy of all logins, passwords and important contacts in the event of network issues. Store in a safe place.

Final Checklist:

- Desk empty?
- Supply cabinets cleared?
- Files scanned?
- Wall items removed?
- Breakables properly packed?
- Computers and other machines disconnected?
- "Do Not Move" tags placed?
- Liquids drained from equipment?
- Now take another look around....is everything labeled and tagged correctly?



USEFUL NUMBERS:

- AISD Police: 414-1703
- Human Resources: 414-1721
- **HQ Information Line Coming Soon!**