

# SUNY Cortland Relocation Procedure

## **\*\*A Work Order must be submitted to Facilities Operations and Services to initiate the move process\*\***

Relocation dates depend on the completion of preparations such as painting, carpet installation and other finishing tasks. Contact the Facilities Planning and Construction Project Coordinator for determination of the final relocation date.

Upon verification of your relocation date, your department should contact:

1. **Facilities Operations** – You must submit a work request for your move date at least (2) weeks in advance of the relocation date. You can submit a work order electronically at <http://webtma.cortland.edu:81/home.html>. Your moving responsibilities and packaging and labeling requirements are outlined below. You must submit a separate work request for office signage (room # signs, Department identification signs). Facilities Operations will let you know when signs can be made and installed based on their work schedule.
2. **Contract Copiers and Multi-Function Printers (Vendor)** - Copiers are the responsibility of the department relocating. Contact Property control (Chris Tucker 2488) and notify him of your intent to relocate the copier. Contact the copy machine vendor or service contractor to schedule relocation of your copier.
3. **Building Administrator** - Key requests must be made through the Building Administrator of the building that you are moving to in accordance with the SUNY Cortland key control policy. Particular keying requirements should be discussed in the request or with Physical Plant once they receive the request.
4. **Campus Technology Services & Networking & Telecommunication** – Relocation of computer equipment and telephone equipment should be scheduled by calling the Help Center to submit a move ticket. The Help Center will send the request a form that will need to be filled out to assist both CTS and N&T with equipment information. The form will have you gather together a list of the name of everyone moving, their existing and new room number, the Z-Number of their computer and any printers, their phone number if they have a phone, and any fax lines that are moving. *Phones are moved at the same time as computers, do not submit a separate Help Ticket for phones.* Campus Technology Services will make arrangements to meet and discuss where computers and phones are moving to in order ensure appropriate number of network jacks are available. A minimum of (2) weeks notice should be given for the relocation of computer Equipment. Only Campus Technology Services can move computer equipment.

### **It is your responsibility to:**

- Move all personal property, such as plants and wall hangings. Also, personally owned equipment should be moved by you.
- Pack all items on wall shelving, bookcases, and tables. Clear desktops, remove and unpack drawer contents. Please empty all desks, bookcases and storage cabinets to reduce the weight and to provide proper protection for your belongings.
- Box all personal items, such as papers, books, pens, pencils in an 18"x18" box (or smaller) keeping the weight of each box at 35 pounds or less. Boxes, labels, shipping tape, cord, and markers will be provided by Physical Plant. Please call x2509 to replenish or place and order.

- Empty and pack contents of **lateral file cabinets**. Standard file cabinets (legal and letter size) do not need to be emptied unless they are to be moved up/down stairways. All cabinets must be locked. Review and throw out unwanted files and paper prior to packing to avoid moving heavy unwanted paper or files.
- Furniture or equipment that will not be relocated should be labeled “surplus” using labeling method described below. Tape keys inside unlocked furniture that will not be relocated. Contact Property Control (Chris Tucker 2488) with a list of surplus items. Property Control will identify surplus storage space for unmoved items. Chris will notify Physical Plant of where to store items labeled “surplus”
- Sufficiently prior to your move date or the last date you will be on campus, disconnect all electrical equipment, coil the cords, and tape or tie securely.
- Securely pack all electronic equipment in boxes. Facilities Operations is not responsible for damage.
- Computing equipment and peripherals:
  - Department/end-users need to mark each piece of equipment and item associated with their technology (monitor, mouse, etc. w/name) on their desk.
  - PC/Mac Services will arrive approximately two hours before movers to pack up the computing equipment.
  - Users must plan to not use technology during the time PC/Mac services is breaking down the equipment and setting up in new space.
  - Department/end-users should coordinate with PC/Mac Services to arrange a time they can unpack and set-up machines in the new space—please allot a couple of hours for set-up.
  - Make sure that if new furniture is being purchased—the desk furniture has the appropriate holes for computer cables.
- Pack all fragile/valuable items with newspaper and mark them ‘fragile’ on the box. It is recommended that you move valuable items yourself.
- Label **all** Furniture, equipment and items that cannot be boxed. Use two masking tape labels in obvious locations. The label should identify owner and new location. Equipment requiring special handling should be brought to Masoom Ali’s attention.
- Pack boxes firmly and tape the top and bottom shut. Do not interlock box flaps or pack boxes until they bulge. Pack paper items first to absorb shock. Partially filled boxes should be stuffed with papers to avoid collapsing. Small items (paper clips, rubber bands, etc.) should be placed in envelopes and sealed before placing in boxes. Packed boxes should not be stacked more than five (5) high.
- Use broad stroke, black marker to print your name clearly: LAST NAME, FIRST NAME, new building and/or room number. Use one inch or larger lettering on one end and one side of each box. This is very important to insure accuracy in moving the boxes to the correct location. Filing cabinets should be numbered one through the end number as they will be installed left to right.
- Securely seal all boxes with clear shipping tape.
- If your office layout has not been predetermined by design, you must provide us with a simple sketch of a preferred furniture layout at your new location. The sketch should be attached to the top of your desk with masking tape; otherwise, you must be present during your scheduled move. A reasonable effort will be made to accommodate the layout you prefer, unless physical, electrical or data restrictions make prohibitive.