

UNIVERSITY OF CALIFORNIA  
**MERCED**

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**Individual Move Checklist, for Arts and Computational Sciences.**

Please make sure you have taken the following steps in  
preparation for your scheduled move on

August 15-16, 2019

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If you have any questions on the below or feel there is something that was not addressed, please do not hesitate to contact [Sara Anastos](#) and/or [Allison Costa](#), in the Office of Space Planning and Analysis.

*If you have any of the following items, please unplug them and place them into the provided moving box. Make sure that the boxes are labeled using the provided labels. Please ensure all boxes, furniture and equipment has a label with last name and room number. Note: Computers and monitors do not need to be placed inside of moving boxes, but they do need to be powered down, unplugged, and labeled. Computers, equipment, and monitors will be moved by the moving company.*

## Packing Checklist

### What to Pack –

- Computer along with data and electrical cables and other peripherals (ie: speakers)
- Laptop docking station
- Laptop
- Keyboard and mouse
- Desktop printer (if applicable)
- Desktop accessories
- File cabinet contents

### What to Leave Behind –

- Trash and/or recycle bins
- Desktop phones
- Desk keys – leave file cabinet keys in the furniture cores
- Desk chair – new chairs will be provided at your new workstation

### What to Take Home –

- Plants
- Wall art
- Small appliances: personal coffee maker, mini fridge, etc.

*Note – the moving company will not move any personal items.*

## Office/Workstation You Leave Behind

When you have packed your old office/workstation and are ready to move, please ensure that you have checked that your worksurface is clear, lateral files and overhead bins are emptied, walls have nothing hanging or pinned on them, and that your space is ready for the next person to move right in. Any contents you do not intend to take to Arts and Computational Sciences building should be sent to [Surplus](#) and not left behind.

## How to Pack

Below are packing instructions, per the moving company, along with notes inserted by the Office of Space Planning and Analysis to help you better understand what and how to pack:

**Label Colors** (if you are unsure which color you are, please let us know):

1<sup>st</sup> Floor classrooms and GAMWS offices 113-119 – **BROWN**

1<sup>st</sup> Floor GAMWS offices 122-152 – **RED**

2<sup>nd</sup> Floor Theoretical Chemistry offices and labs 201-223 – **GREEN**

2<sup>nd</sup> Floor Theoretical Physics offices and labs 225-272 – **BLACK**

3<sup>rd</sup> Floor Applied Math, Office of Compliance & IT offices 301-323 – **BLUE**

3<sup>rd</sup> Floor Applied Math offices and labs 325-372 – **YELLOW**

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<b>Boxes</b>	<ul style="list-style-type: none"><li>▪ Pack items from your office in the packing boxes provided.</li><li>▪ Boxes are located in the printer/mail room.</li><li>▪ Do not overpack your boxes. The boxes will be stacked to expedite the move. Stack boxes no more than three (3) high when full.</li><li>▪ Place your labels on either <b>END, not on the top of the box.</b></li></ul>
<b>Bookcases and Storage Cabinets</b>	<ul style="list-style-type: none"><li>▪ Pack <b>ALL</b> contents. No exceptions.</li><li>▪ Any contents not packed, will <b>NOT</b> be moved by the moving company.</li></ul>
<b>Desks</b>	<ul style="list-style-type: none"><li>▪ Pack <b>ALL</b> contents. No exceptions.</li><li>▪ Desks and chairs are <b>NOT</b> being moved.</li><li>▪ Any contents not packed, will <b>NOT</b> be moved by the moving company.</li></ul>
<b>File Cabinets</b>	<ul style="list-style-type: none"><li>▪ Pack <b>ALL</b> contents. No exceptions.</li><li>▪ Any contents not packed, will <b>NOT</b> be moved by the moving company.</li></ul>
<b>Computers</b>	<ul style="list-style-type: none"><li>▪ Power down your computer equipment.</li><li>▪ <b>Disconnect and PACK</b> any computer equipment including keyboard, mouse, docking station and other equipment.</li><li>▪ The pink plastic bag provided is for packing of any computer cords. Please place the bag in one of the moving boxes or place a label on it if moved separately.</li><li>▪ <b>DO NOT FORGET</b> to pack your surge protector and ethernet cables.</li></ul>
<b>Sensitive Items</b>	<ul style="list-style-type: none"><li>▪ Framed items (diploma, awards, photos)</li><li>▪ You may prefer to take these items home and bring back to work with you. The movers will not take responsibility for damaged and/or lost personal items.</li></ul>
<b>Telephone</b>	<ul style="list-style-type: none"><li>▪ New VOiP phones will be deployed by IT after your move</li><li>▪ Old desk phones – leave. These items stay with your old office.</li></ul>

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## Labeling Instructions

Please make sure your boxes are clearly labeled. This ensures that your office items will be delivered to the correct location. The placement of your boxes and equipment are done by this label color and office number, not by your name. Carefully review the instructions below and reference the diagram for label placement.

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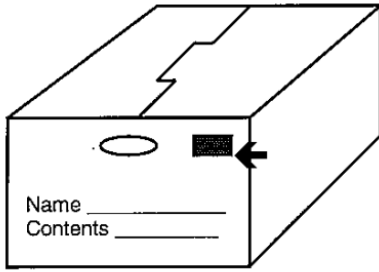
<b>Boxes</b>	<ul style="list-style-type: none"><li>See diagram below for the <b><u>CORRECT</u></b> placement of these labels.</li></ul>
<b>Equipment</b>	<ul style="list-style-type: none"><li>Place one (1) label on the keyboard.</li><li>Place one (1) label on the computer.</li><li>Place one (1) label on the monitor. If multiple monitors, place one (1) label on each.</li></ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>Do not forget to label your floor mat and/or any other items too large to fit in a box.</li></ul>
<b>Unlabeled items</b>	<ul style="list-style-type: none"><li><b>WILL NOT BE MOVED</b></li></ul>

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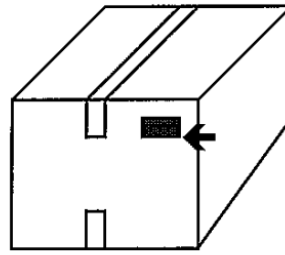
Reminder that **CHAIRS, TRASH CANS, SPACE HEATERS, COFFEE MAKERS, MICROWAVES, MINI FRIDGES, etc. WILL NOT BE MOVED.**

## Label Placement

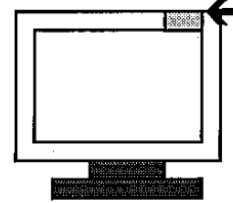
Placed labels on boxes, computers, and monitors are shown below:



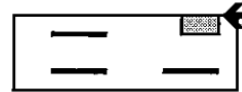
Tote Box with Interlocking lids. No tape needed.



Book Box Sealed with tape top & bottom.



PC Monitor. Put label on case, not on glass.



PC Main frame ↑

PC Tower Case →



Pink electronic bag (place in moving box or place label directly on bag)

## Day of the Move

The dates provided for your scheduled move are the dates that the moving company will be onsite to transport your boxes. Do not expect to use your old and/or new desk that day. Work with your supervisor to determine if you will hotel elsewhere, work remotely, or take the day off. Please note, this is at the discretion of your supervisor.

It is not necessary to be present on the date of your move. The Office of Space Planning and Analysis will be at your existing location coordinating the move and then at your new location, confirming boxes are placed at your new workstation.

When you do report to work the day after your scheduled move, all items will be waiting for you at your new office or workstation location.