

UNIVERSITY OF CALIFORNIA
MERCED

DOWNTOWN CAMPUS CENTER

Individual Move Checklist, for the Downtown Campus Center Move.

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

_____.

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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. The provided labels will have your name and new DCC workstation number on them. 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 – remember your new desk only has one box/file pedestal at your desk
- Office supplies – utilize the boxes for centralized office supplies

Note – if you prefer to transport your laptop and/or any other equipment, please notify the Office of Space Planning and Analysis, so it is documented that the moving company is not moving these pieces for you. Also, if are assigned an office key, take it with you and the Lock Shop will pick up once you have moved into the DCC.

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
- File cabinets and bookcases

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 DCC should be sent to [Surplus](#) and not left behind.

Few Things to Consider

1. If you intend to take a desktop printer with you, know that it will need to be placed on your new desk. There are however two central printers, per floor, available to you.
2. Space heaters, coffee makers, mini fridges are not allowed at workstations. These items will not be packed and moved. Reference the [Open Office Guidelines](#) for more information.
3. Desk chairs and keyboard trays are not being moved. They will remain at your old workstation, as new ergonomic chairs are being provided and all desks are sit-to-stand (which allows for no need of a keyboard tray). If you have however worked with Risk Services and Accommodations and have medical record on file for use of your current chair and/or keyboard tray, those pieces will be moved. The list of the few staff that do qualify will be provided to the Office of Space Planning and Analysis to ensure their equipment is moved. Reference [Desk Chairs and Ergonomics](#), for more information.
4. There is one (1) kitchen per floor, with a total of three (3) kitchens, in the DCC. Flatware, plates, bowls, and mugs will be provided. If you are at Mondo, Parcade, or the Castle Trailers please send to surplus and do not pack to move to the DCC. There are two (2) microwaves, a dishwasher, and two (2) refrigerators are also present, per floor at the DCC.

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How to Pack

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

Boxes	<ul style="list-style-type: none">▪ Pack items from your office in the packing boxes provided.▪ Boxes are located with each department contact.▪ Do not overpack your boxes. The boxes will be stacked to expedite the move. Stack boxes no more than three (3) high when full.▪ Place your labels on either <u>END, not on the top of the box.</u>
Bookcases and Storage Cabinets	<ul style="list-style-type: none">▪ Pack <u>ALL</u> contents. No exceptions.▪ Bookcases and storage cabinets are not being moved.▪ Any contents not packed, will <u>NOT</u> be moved by the moving company.
Desks	<ul style="list-style-type: none">▪ Pack <u>ALL</u> contents. No exceptions.▪ Desks and chairs are <u>NOT</u> being moved.▪ Any contents not packed, will <u>NOT</u> be moved by the moving company.
File Cabinets	<ul style="list-style-type: none">▪ Pack <u>ALL</u> contents. No exceptions.▪ Any contents not packed, will <u>NOT</u> be moved by the moving company.
Artwork & Plants	<ul style="list-style-type: none">▪ Pack and take home. There is no space at the DCC for personal art and/or mirrors.
Computers	<ul style="list-style-type: none">▪ Power down your computer equipment.▪ Moving company will disconnect your computer on moving day.▪ Moving company will pack your computer equipment.▪ The red plastic bag provided is to be placed next to your computer. Your computer cables will be placed in this bag and move with your computer, on moving day, <u>by the moving company.</u>▪ If you decide to transport your laptop yourself, notify the Office of Space Planning and Analysis so they can make note that the moving company <u>will not</u> be moving this piece of equipment for you.
Personal/Sensitive Items	<ul style="list-style-type: none">▪ Framed items (diploma, awards, photos)▪ 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.
Telephone	<ul style="list-style-type: none">▪ New VOiP phones – be sure to add your label and movers will move.▪ Old desk phones – leave. These items stay with your old office.
Whiteboards, Bulletin Boards, etc.	<ul style="list-style-type: none">▪ Assuming these are desktop boards; remove pens, dry erasers, thumb tacks, etc. and place into a box.▪ Place a label on the front of your board.▪ If these are wall mounted boards, they will not be moved.
Office Supplies	<ul style="list-style-type: none">▪ Pack all items that are being contributed to the centralized office supplies, in their designated boxes. These boxes are separate from those allocated per person.

Labeling Instructions

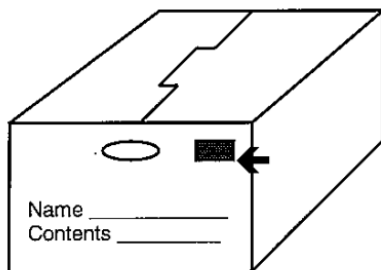
The labels provided in your packet are for your new location. **DO NOT USE ANY OTHER LABELS.** This ensures that your office items will be delivered to the correct location. The placement of your boxes and equipment are done by this label color and workstation number, not by your name. If you do need additional boxes and/or labels, please contact Sara Anastos. Carefully review the instructions below and reference the diagram for label placement.

Boxes	<ul style="list-style-type: none">See diagram below for the CORRECT placement of these labels.
Equipment	<ul style="list-style-type: none">Place one (1) label on the keyboard.Place one (1) label on the computer.Place one (1) label on the monitor. If multiple monitors, place one (1) label on each.
Telephone	<ul style="list-style-type: none">Place one (1) label on any side. If it is not labeled, it will not be moved.This is ONLY applicable to <i>NEW</i> VOIP desktop phones.
Miscellaneous	<ul style="list-style-type: none">Do not forget to label your floor mat and/or any other items too large to fit in a box.
Unlabeled items	<ul style="list-style-type: none">WILL NOT BE MOVED

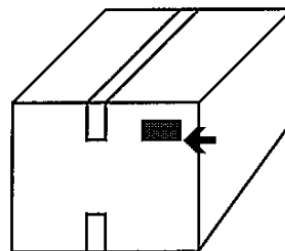
Reminder that **CHAIRS, TRASH CANS, SPACE HEATERS, COFFEE MAKERS, MICROWAVES, MINI FRIDGES, etc. WILL NOT BE MOVED.**

Label Placement

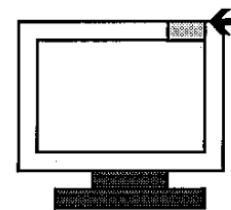
Placed labels on boxes, computers, and monitors are shown below:



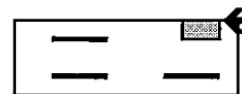
Tote Box with
Interlocking lids.
No tape needed.



Book Box
Sealed with
tape top &
bottom.



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



PC Main frame ↑

PC Tower Case →



Day of the Move

The date provided for your scheduled move is the date 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 workstation and your monitor will have been installed on your new monitor arms. If you are unsure where your assigned workstation is within the building, check with your supervisor.

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Move Schedule

Thursday, February 8th

ACT (20)	Parcade
HRPC (10)	Parcade
DAR (16)	Mondo
Gov. Relations (3)	Promenade
Communications (9)	Promenade
External Affairs (1)	Promenade

Friday, February 9th

IT (36)	Castle
IT (3)	Campus
DAR (6)	Campus
SBS (4)	Campus

Thursday, February 15th

Research Compliance (4)	Mondo
Sponsored Research Services (7)	Mondo
Procurement (13)	Mondo
Financial Management and Control (4)	Mondo
General Accounting (4)	Mondo
Travel (2)	Mondo
Central Payroll (3)	Mondo
Treasury and Banking (3)	Mondo
BFS (2)	Mondo
IT (1)	Mondo

Friday, February 16th

Executive Support Team (5)	Promenade
Division of Finance (6)	Promenade
Human Resources (27)	Promenade
BFSI (4)	Promenade
Internal Audit (2)	Castle
Research Admin (4)	Castle

Thursday, February 22nd

Sustainability (3)	Promenade
Real Estate (8)	Promenade
IRDS (5)	Promenade
Records Management (2)	Promenade
Title IX (5)	Promenade