

INDIVIDUAL PERSON'S CHECKLIST

Please make sure you have taken the following steps in preparation for your move on _____.
Forward your desk phone to your cell phone or to the land line phone number you have been provided. Please

If you have any of the following items, then please unplug them and place them in a moving box. Make sure that boxes are labeled using a removable label with your new workspace number. Computers and monitors do not need to be placed inside of moving boxes, but they do need to be labeled.

Phone along with cables

Computer along with data and electrical cables, or other peripherals such as speakers

Laptop docking station

Printer (if applicable)

Label all cabinets and/or bookshelves that are going to the new location. If your cabinet is 4 or 5 drawers tall, the top 1 or 2 drawers must be emptied.

Label your chair if it is going to the new location.

Do not pack anything in your trash or recycle bins. You will have bins at your new workspace.

All boxes should be labeled with a removable label that has your new workspace's room or cubicle number on it.

Take plants and any other personal items home with you prior to the move and bring them back on the day that you move into the new workspace.

For remaining furniture please leave desk and cabinet keys in the top drawer of your old desk.

Provide your office key to the move coordinator.

The name of my Move Coordinator is: _____

Move Coordinator email: _____ Phone: _____