



Individual Move Checklist, for Move Planning into the Medical Education Building.

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

January 2027

(final date TBD)

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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 moves@ucmerced.edu, in the Office of Planning, Design, & Construction Management.

If you have any of the following items, please unplug them and place them in the provided moving boxes. Be sure to label each box using the labels provided.

All boxes, furniture, and equipment must be labeled with your last name and room number.

Note: Computers and monitors do not need to be placed inside moving boxes; however, they must be powered down, unplugged, and labeled. Computers, equipment, and monitors will be relocated by the moving company.

Packing Checklist

What to Pack –

- ☐ Computer along with data and power cables and other peripherals (ie: speakers, HDMI, etc.)
- ☐ Laptop docking station
- ☐ Laptop
- ☐ Keyboard and mouse
- ☐ Desktop printer (if applicable)
- ☐ Desktop accessories
- ☐ File cabinet contents
- ☐ Desktop phone
- ☐ Trash and/ or recycle bins

What to Leave Behind –

- ☐ 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 (unless already identified)

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 the Medical Education 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 Planning, Design, & Construction Management 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 at your desks and/ or labs.▪ Extra boxes are provided in central locations, in your building.▪ 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.▪ Please clearly label any bookcases, lateral files, or storage cabinets. <i>Only prearranged bookcases, storage cabinets, and lateral files will be moved.</i>▪ 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.
Computers	<ul style="list-style-type: none">▪ Power down your computer equipment and unplug from the wall.▪ <u>PACK</u> any computer equipment including keyboard, mouse, docking station and other equipment.▪ The pink plastic bag provided is for packing any computer cords. Please place the bag in one of the moving boxes, as well as place a label on it.
Personal/Sensitive Items	<ul style="list-style-type: none">▪ Framed items (diploma, awards, photos)▪ You may prefer to take these items home and bring them 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">▪ Place inside a moving box. If there isn't room in a moving box, place on top of the box with a label.

Labeling Instructions

Please ensure all boxes are clearly labeled. This is critical to ensure your items are delivered to the correct location.

The relocation of boxes and equipment is based solely on the provided label color, workstation and/or room number, and last name written on the official move label—not on any information written directly on the box.

Upon completing your packing, please indicate the total number of boxes on each label (e.g., *Box 1 of 5*, *Box 2 of 5*) to allow for confirmation that all items are accounted for.

If you require additional boxes and/or labels, please email moves@ucmerced.edu to obtain extras.

Carefully review the instructions below and refer to the diagram for proper label placement.

Boxes	▪ See diagram below for the <u>CORRECT</u> 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.
Miscellaneous	▪ Do not forget to label your floor mat and/or any other items too large to fit in a box.
Unlabeled items	▪ WILL NOT BE MOVED

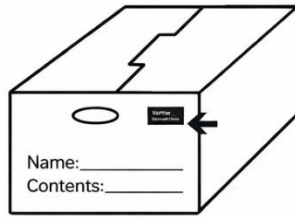
Reminder that **CHAIRS, TRASH CANS, SPACE HEATERS, COFFEE MAKERS, MICROWAVES, MINI FRIDGES, etc. WILL NOT BE MOVED**.

Also, be sure to utilize the labels provided. These labels are removable and will not leave residue on the items labeled.

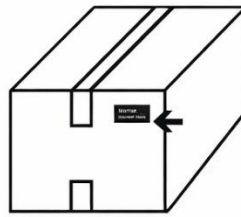
[This space is intentionally left blank]

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.



Place label on PC case, not on glass screen.



PC Main Frame ↑



PC Tower Case



Day of the Move

The date provided for your scheduled move is the day the moving company will be onsite to transport your packed boxes and equipment. Please do not plan to use your current or new desk on this day. Work with your supervisor to determine whether you will hotel at another location, work remotely, or take the day off. These arrangements are at the discretion of your supervisor.

Please do not be present on the day of your move. The Office of Planning, Design, & Construction Management will be onsite at your current location to coordinate the move and at your new location to confirm that all boxes are delivered to your assigned workspace.

When you report to work the day following your scheduled move, all items will be placed and waiting for you at your workstation. If you are unsure of your assigned workspace location within the building, please check with your supervisor.

Questions

If you ever have a question, please do not hesitate to reach out to moves@ucmerced.edu. We are here to support you during this process and make it as smooth as possible.