



## **Individual Self-Packing Move Checklist, for Move Planning into the Administration Building.**

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

Phase 01: Administration Buildings First & Second Floor: August 17, 18, 19, and 20, 2020

Phase 02: Administration Building Third Floor: Mid-September (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](mailto: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 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
- ☐ Desktop phone – *only if a VoIP phone.*

### What to Leave Behind –

- ☐ Trash and/or recycle bins – unless you intend to personally empty from your desk
- ☐ Desktop phones – *only if an analog phone.*
- ☐ Desk keys – leave file cabinet keys in the furniture cores
- ☐ Desk chair – new chairs will be provided at your new workstation
- ☐ Keyboard Tray
- ☐ File cabinets and bookcases (unless already identified)

### What to Take Home –

- ☐ Plants
- ☐ Wall art
- ☐ Framed Photos
- ☐ 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 Administration 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:*

Label Color:

**Magenta** – For any items going to Administration Building, level 01.

**Black** – For any items going to the Administration Building, Welcome Center.

**Green** – For any items going to Administration Building, level 02.

**Blue** – For any items going to Administration Building, level 02, storage room 242.

**Red** – For any items going to Administration Building, level 02, storage room 234

**Yellow** – For any items going to Administration Building, level 02, storage room 236.

**Black** – For any items going to Administration Building, level 03.

<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 at your desks.</li><li>▪ Extra boxes are provided in central locations, near your desk.</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><u>END, not on the top of the box.</u></b></li></ul>
<b>Bookcases and Storage Cabinets</b>	<ul style="list-style-type: none"><li>▪ Pack <b><u>ALL</u></b> contents. No exceptions.</li><li>▪ Please clearly label any bookcases, lateral files, or storage cabinets. <i>Only prearranged bookcases, storage cabinets, and lateral files will be moved; however, all contents must be packed for the furniture to be moved and the key must be taped to the side of the cabinet.</i></li><li>▪ Any contents not packed, will <b><u>NOT</u></b> be moved by the moving company.</li></ul>
<b>Desks</b>	<ul style="list-style-type: none"><li>▪ Pack <b><u>ALL</u></b> contents. No exceptions.</li><li>▪ Desks and chairs are <b><u>NOT</u></b> being moved.</li><li>▪ Any contents not packed, will <b><u>NOT</u></b> be moved by the moving company.</li></ul>
<b>File Cabinets</b>	<ul style="list-style-type: none"><li>▪ Pack <b><u>ALL</u></b> contents. No exceptions.</li><li>▪ Any contents not packed, will <b><u>NOT</u></b> be moved by the moving company.</li></ul>
<b>Computers</b>	<ul style="list-style-type: none"><li>▪ Power down your computer equipment and unplug from the wall.</li><li>▪ <b><u>PACK</u></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, as well as place a label on it.</li></ul>
<b>Personal/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 to your new office, if you ordered one.</li><li>▪ Old desk phones are to be placed in a labeled box, if they are VoIP and being used at your new desk.</li></ul>

## Labeling Instructions

Please make sure your boxes are clearly labeled. This ensures that your items will be delivered to the correct location. The relocation of your boxes and equipment are done by this label color, workstation and/or room number, and last name written on the provided label, not by anything written on the box. Please ensure that add quantity of boxes on your label, upon completion of packing. Identify box number of total quantities, to allow for confirmation that all boxes are accounted for. If you do need additional boxes and/or labels, please visit one of the many locations within the office for extra boxes. Carefully review the instructions below and reference the diagram for label placement.

<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><li>▪ Place one (1) label on the pink bag.</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>

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.

Label Color:

**Magenta** – For any items going to Administration Building, level 01.

**Black** – For any items going to the Administration Building, Welcome Center.

**Green** – For any items going to Administration Building, level 02.

**Blue** – For any items going o Administration Building, level 02, storage room 242.

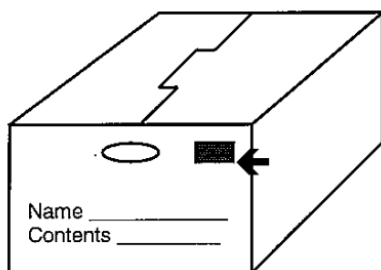
**Red** – For any items going to Administration Building, level 02, storage room 234

**Yellow** – For any items going to Administration Building, level 02, storage room 236.

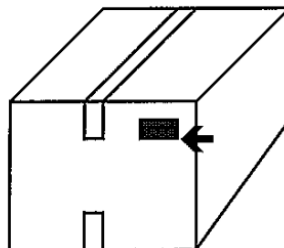
**Black** – For any items going to Administration Building, level 03.

## Label Placement

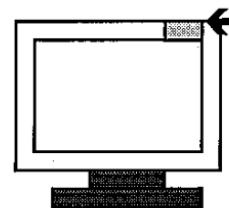
Placed labels on boxes, computers, and monitors are shown below:



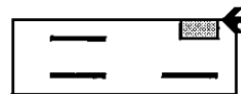
Tote Box with  
Interlocking lids.  
No tape needed.



Book Box  
Sealed with  
tape top &  
bottom.

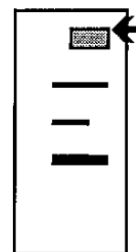


PC Monitor. Put label  
on case, not on glass.



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.

Please do not be present on the date of your move. The Office of Planning, Design, & Construction Management will be at your existing location coordinating the move and then at your new location, confirming boxes are placed at your new workspace.

When you do report to work the day after your scheduled move, all items will be waiting for you at your workstation. If you are unsure where your assigned workspace is within the building, check with your supervisor.

Due to Covid-19, the process ahead of the scheduled move is anticipated to be different, along with the dates following your move. Please refer to [moves.ucmerced.edu](https://moves.ucmerced.edu) for more information on dates leading up to the move and the duration following.