

File & Supply Purge Consolidation

- Record retention guidelines shared
- Archives boxes ordered
- Record center notified
- Excess supplies / linen returned
- Purge / shredding completed
- Records shipped

Facility Planning

- IT plan finalized
- Staff workstation assignments completed
- Individual room inspection / punch list
- Tours / inspections completed

Operations Systems & Procedures

- New / revised systems & procedures completed
- New printed materials (business cards, forms, letterhead, etc.) arranged
- Staffing plan finalized / received

Operations Staff Preparation

- Job descriptions completed
- Notifications distributed for new work location / schedule
- Personnel actions completed
- Staff pictures arranged
- New ID's arranged / received
- Parking arranged / received
- Uniforms arranged / received
- Lockers assigned / keys distributed
- Business cards distributed

Operations Supplies

- Inventory levels decided
- Budget defined / arranged
- Requisition / receiving planned
- Shelving labeled
- Supplies pre-stocked
- Linen pre-stocked
- Nourishments pre-stocked
- Wastebaskets / recycle containers placed
- Revised printed materials received
- New equipment supplies ordered / received
- Copy machine access codes distributed

Move Preparation

- File & supply cabinets unloaded / keys taped
- Hazardous waste ID / tag or disposed
- Cabinets / desks unlocked & keys taped
- Bulletin boards emptied
- Packed boxes on floor

Safety

- Emergency / disaster plans distributed
- First aid kits arranged
- Safety data materials installed

Staff Communications / Training / Orientation

- Floor plans
- New policies / procedures
- Telephone equipment operation
- New equipment
- Data equipment operation
- Move process
- Packing and labeling
- Building operations
- Special training / simulations

Security

- Access control cards / codes distributed
- Keys ordered and distributed

Move Notification

- Subscriptions changed
- Support department notifications
- Credit card / vendor address change
- USPS address change
- Equipment lessors identified / notified of move
- List all employees moving for mailroom
- Regulatory agencies / licensing bodies
- Vendors notified
- Medical Gas Contracts (for cylinders) or Liquid Nitrogen
- "Moved To" signs planned
- "To Move" signs arranged

Furniture / Equipment Preparation

- Cabinets / locks correct
- Equipment cleaned
- Furniture cleaned
- Surplus equipment / furniture tagged
- Finalize bulky or unusual items, special handling move plan
- Service / Maintenance contract transfer / canceled
- Coordination with vendor for equipment that requires vendor moving, testing, calibrating
- Fluids drained

Packing & Labeling Preparation

- Floor plans for room number reference available
- Packing/labeling supplies acquired
- Employee packing / labeling orientation completed
- Instructions received
- Labels correctly placed
- Special handling items identified / tagged
- Excess packing materials returned
- Personal items removed
- Mover walkthrough

Regulatory Requirements

- Permits secured
- Licenses acquired / transfer arranged
- Inspections completed

Deactivation – Preparation / Management

- Plan staffing for deactivation
- Arrange supply inventory reduction
- Tag hazardous / inflammable items
- Keys retrieved / tagged
- Access deactivated
- Unpacked cartons recycled
- Identify items that remain
- Plan for excess equipment cleaning and disinfection
- Identify refuse furniture

Excess / Surplus Equipment & Furniture

- Surplus or Transferred equipment / furniture tagged
- Contact Fixed Assets for current book value, etc.
- Surplus / Inventory Action Form completed
- Equipment Transfer Record completed
- Call Delivery Services Dispatch for pick up & paperwork

Deactivation – Move Period Deactivation

- Consolidate excess packing / labeling supplies for pickup
- Check areas for personal property / tag / send to lost& found
- Disconnect electrical appliances (except refrigerators)
- Accumulate / sort all unusable and excess supplies
- Accumulate and tag keys for file cabinets and desks that remain
- Accumulate soiled linen for processing

Deactivation – Post Move Activities

- Notify Public Safety of moveout
- Disconnect electrical appliances
- Review Asset List