

INSTRUCTIONS:

The Move Request Packet contains five (5) excel worksheets which are required to request a relocation of any kind. The five (5) tabs at the bottom contain the following:

- Move Request Form - Move Request Form-Provides us with a general scope of your move, contact person, speed type, and locations.
- Staff Roster - Please complete **all** columns listed for each person moving. We need all information requested on this roster to streamline this process. The Staff Roster is linked to the Key Roster for your convenience. Please be careful not to compromise the formatted link set up.
- Key Request Roster - For issuing new keys the staff who are moving. Keys will be issued based on this information.
- Lab Equipment Inventory (Lab Moves Only) – Please complete **all** applicable columns for each piece of lab equipment moving. This information is used to ensure your new space is ready to receive each piece and that electrical issues are resolved prior to moving.
- Equipment Label(Lab Moves Only)– Correlates with Lab Equipment Inventory. Each piece of equipment requiring specific placement and building utility access should have two of these labels printed out per piece, one to be placed on equipment and the other to be placed on destination wall for placement of items.

1. Download and complete the forms as needed. The Packet must be received electronically at least one week prior to the requested move date. More lead time will be required for large scope moves.
2. Email the Move Request to: 4Move.Planning@ucdenver.edu
3. Once approved, you will receive an email confirming your move date from one of the Transition Project Managers. Supporting service departments will be cc'd to engage them in the process. These areas include but are not limited to:

Information Systems:	Phones, Network, Desktop, Campus Directory
Facilities Management:	Keys, Locks, Housekeeping, Circuit Management
Environmental Health & Safety:	Chemical moves, waste pickup, green tagging
ID Access:	New badge access

Downtown Campus ID Access requires you to email access requests to:

Downtown.Access@ucdenver.edu.

4. UC Denver – Auraria Campus:
The above items only apply if you are currently located within Lawrence Street Center, the CU Admin Building (Dravo) or 1475 Lawrence. If you are a CU program within any other building on the Auraria Campus, you will need to contact Auraria Higher Education Campus (AHEC) Facilities to request keys, locks, and housekeeping related items and/or changes. Website: www.ahec.edu/facman/index.htm. Phone number: (303) 556-3260.

For exterior door access on the Auraria Campus, please email George.Stumpf@ucdenver.edu or Vimol.Mitchell@ucdenver.edu .

If you have an AHEC phone, you **will** need to pack and move it. AHEC will not move phones.

Mail and Delivery/Distribution: Please contact AHEC Distribution Services (303) 556-3265 to arrange mail and distribution impact. Please contact your Transition Project Manager if you have any questions.

GUIDELINES:

1. Moving Supplies/Packing Materials
 - a. Moving supplies/packing materials will be provided as indicated on the move request.
 - b. Boxes are re-usable and should not be used for storage or archival purposes. Please do not tape the boxes or write on the boxes.
 - c. Supplies provided for your move will be picked up one week after your move to allow you adequate time to unpack. This includes reusable boxes, labels, bubble wrap, carts, totes, etc.
2. Labeling
 - a. Everything that is moving must have a label on it or it will not be moved. Labels will be provided.
 - b. Label everything in an obvious location. For boxes, label the short sides (not the top or long side of the box), for furniture and other items, make sure the label is visible from the doorway.
 - c. Phones should not be labeled. UC Denver IS will physically move your phone. See more information under Packing.
 - d. Contact your Transition Project Manager for more specific office or lab packing guidelines.
3. Packing
 - a. Computers – place ancillary equipment (mouse, speakers, keyboard, modem, cables, etc.) in an anti-static bag with a label. Label your monitor (not on the monitor itself) and CPU and keep all 3 items together. They will be moved in specialized “Speed Packs” and do not need to be boxed. It is your responsibility to disconnect your computer.
 - b. Personal items (i.e., photographs, art work, plants, etc.) will not be covered if damaged or lost.
 - c. Office equipment such as fax machines, printers, scanners, etc. need to be labeled but not boxed – they will be moved in the specialized Speed Packs.
 - d. File Cabinets (note: this is only applicable if there is access to an elevator and the cabinet would need to be carried up or down stairs – then all file cabinets need to be emptied.)
 - Vertical file cabinets can be moved full as long as the compression plate is pushed up tightly to the contents.
 - Lateral file cabinets can be moved with the bottom 2 drawers full as long as those drawers have files hanging on pendaflex folders (not used to store reams of paper, etc.). Drawers above the bottom 2 must be emptied.
 - e. If you have a lot of notebooks, journals, or files, library carts can be used in lieu of boxes (assuming there is elevator access).
 - f. Items under warranty, service agreement, or leased may need to be moved by the vendor. It is the department’s responsibility to confirm with the vendor. This includes copy machines, water systems, lab equipment, etc.
 - g. Packing services is available at an additional cost.
 - h. Telephones and Network:
 - Phones should not be labeled or packed. UC Denver IS will physically move all phones. This does not apply on the Auraria Campus, you should pack your phone equipment.
 - Do not pack or move your network cable – leave it plugged in to the jack. You will receive a new cable at the new destination. This also applies to the Auraria Campus.
 - Headsets should be packed and moved with your items.

- If you have networked printers, fax machines or other networked equipment, please call the Help Desk at x44357 (4HELP) to obtain IP numbers for these items. If you have a LAN Administrator, please check with them prior to calling the Help Desk. Please make sure these items are also listed on your staff roster.

4. Laboratory Preparation, Packing, and Labeling:

- a. Lab equipment must be green tagged prior to any disconnects or move. Please contact Environmental Health & Safety at x40345 for green tags or more information.
- b. Chemicals that cannot be moved by Environmental Health & Safety will be moved by a Lab Packing Contracting Company and should be noted on the Move Request.
- c. Lab Coordinators will be responsible for ensuring that all equipment and chemicals are either moved or disposed of per policy and will be contacted by Environmental Health & Safety for any items left behind, including chemicals and waste, infectious waste, sharps and equipment.
- d. Table top lab equipment that can fit in a box does not require a green tag. All other equipment must have a green tag and label on it and will be moved in specialized Speed Packs.
- e. Large Lab Equipment, freezers, refrigerators, or equipment connected to building utilities must be labeled with "Equipment Label" (see last tab in the Move Request Packet).
 - Line item numbers on Equipment Inventory should match the equipment label.
 - Freezers moved full must be packed tight with paper, bubble wrap, etc. An inventory of the contents must be attached to the exterior of the freezer.
 - Any refrigerator (including household types with freezer units on the top) must be moved empty.
- f. Any equipment requiring a disconnect and reconnect of building utilities (gas, vac, water, etc.) will need a "Work Request" submitted to Facilities Management. This can be done on-line at www.ucdenver.edu/about/departments/FacilitiesManagement/forms/Pages/Forms.aspx Please provide adequate time to process the form.

5. Equipment and Furniture Disposal

If you need to arrange disposal of equipment or furniture, please contact Space and Asset Management at x52261.

CHECKLIST

_____ Complete and submit Move Request Packet electronically with all applicable forms completed

_____ Order stationary, business cards, etc. with new information as applicable. (use up old business cards by placing them inside your moving box in case a label falls off.)

_____ Notify vendors who deliver or provide repair services on your equipment or office products.

_____ Update EZA Procurement Card billing address.

_____ If you do business with the Procurement Service Center, email your new information to: FinProHelp@cu.edu

_____ Update Mailing Address as appropriate. Addressing standards for the UC Denver Campuses can be found at www.ucdenver.edu/about/departments/MailServices/Pages/AddressingStandards.aspx