

UND Department Move Guide

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1. Introduction

Moves do not need to be difficult; there are staff on campus to assist you in making the process as painless as possible. That said, you must plan for your move to be successful and to finish within your timeline. In this document, you will find instructions on how to get from point A to point B, as well as tips and contact information for those who can help you along the way.

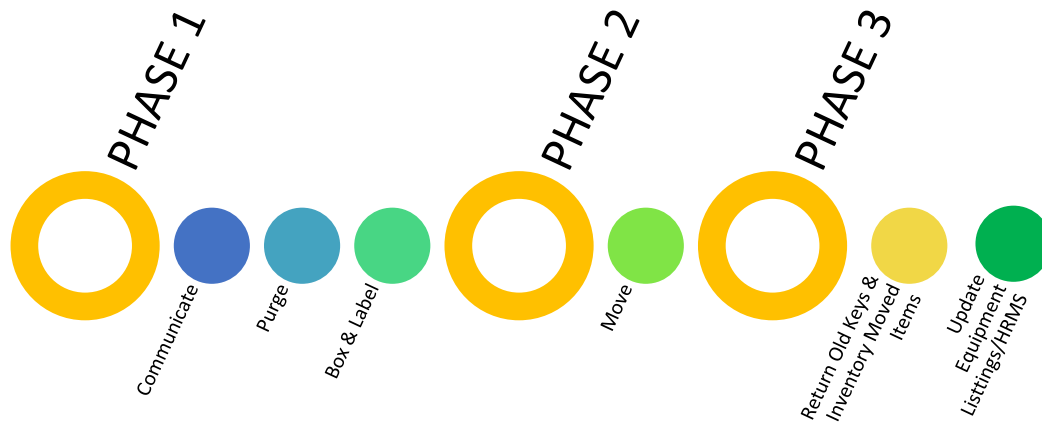
2. Types of Moves

- a. **Intra-Departmental Move:** when moving department personnel from one room to another within the same Vice President's or Dean's Organization. (Ex: English department personnel move from room 109 to a History room 229).
- b. **Inter-Departmental Move:** When a department personnel moves from its Vice President's space into another Vice President's department's space. (Ex: Student Affairs department personnel move into an unoccupied room or room occupied by Athletics Department)

3. Key People Involved in Move

- a. **Move Contact:** - The department contact for the move, typically the person filling out the Space Change and Move Form.
- b. **Facilities Project Coordinator** – receives your Space Change and Move Form and starts the move process.
- c. **Facilities Move Coordinator** – Point of contact for your move. Tracks/coordinates planned moves or moves in progress and schedules with UND Grounds Maintenance or contractor for moving of your items.

4. Overall Move Process



See *Appendix A* also. We've developed this checklist to help guide you through what follows.

5. Phase One: Pre-Move

One of the first steps is to communicate your move to various agencies on campus that your move affects

- a. **Facilities** - In order to gain approval, inform others of space changes, help coordinate the move, and get an idea of what is moving there are a few forms/notices to complete.

- 1) **Facilities Space Change and Move Form** - This [form](#) notifies Facilities Management of an approved space change, by the department AVP/Dean/Director, in order for facilities to update space records and allows the department to request moving assistance from Facilities Management. It also gives us an idea of what is moving. Instructions to complete the form located [here](#). Email form to und.facilities@UND.edu to start the process. You will be notified when we've processed your space change and move form. Plan early. Allow at least 2 weeks once you submit this form to facilities for your move to take place.

Note: Along with this form, please complete a listing of items describing where your items are moving from/to and a listing of those items by room. Follow the example in *Appendix B*.

- 2) **Project Request** – If your space change/move also requires modification of your new area, you also need to submit a Facilities project request. Instructions and form are located [here](#). Email form to und.facilities@UND.edu to start the process. We will notify you when we've processed your project form and assign it a project number.
 - 3) **Key/Electronic Door Access (EDA) Request** – to ensure you have access to your new area, your department's authorized key/EDA requestor must submit requests for keys/EDAs [here](#). Note: Lock Shop will not produce keys until we process the space change and move form, showing your department has ownership of the new space.
- b. **Telecommunications** - Please request the telephone counselor for your area email telecom@UND.edu noting the phone lines requiring move, their new locations, the expected transfer date and the funding source for the move. All telephone equipment and cords, if they can be removed, should be moved to the new location. In addition, you will need to work with Telecom to review any data port needs in the new occupied space. Call 701.777.4111 with questions.
 - c. **Campus Postal Services** - Please inform Campus Postal Services (CPS) your stop number will be moving to your new location by phone at 701.777.2279. Your mailing address will update to the new street address with the current stop number unless otherwise changed with CPS.
 - d. **Duplicating Services** - If your department leases copier machines, please contact Duplicating Services at 701.777.5088, as Duplicating will coordinate the move to follow the terms copier leases.
 - e. **Information/Office Technology** - Please work with your department IT staff to coordinate the take down and set up of your IT equipment.
 - f. **Parking Services** - If your department has any special arrangements with Parking, please contact Parking at 701.777.3551 to discuss your new location.

The next step for your move is to [purge](#). It is an ideal time to take inventory of your minor/major equipment items, identify surplus property and clean out unnecessary or outdated items.

- a. **Surplus** – for minor/major equipment and other items you manage but no longer need, you must complete [appropriate surplus property form](#) based on the equipment information. Please review the [surplus property policy](#) to be sure you are in compliance. Surplus property forms should be submitted as soon as possible upon notice of move, but no later than 14 days prior to your projected move date. For questions related to surplus property, please contact the Surplus Technician at 701.777.3125 or UND.surplus@UND.edu.
- b. **Transfer** - for minor/major equipment and other items you manage, no longer need and wish to move/transfer to another department, you must fill out an Equipment Transfer Form located [here](#).
- c. **Records Management** - Please refer to the [UND Records Retention Schedule](#) to determine if records have met the required retention period. Records meeting the required retention period should be destroyed or transferred to the UND Department of Special Collections, using the [Records Disposition Process](#). Records not meeting the required retention period should be transferred to the new location. The Departmental Records Coordinator should contact Chris Carper, UND Records Manager, to update contact information for shredding services and schedule a time to review records. You can contact him at 701.777.6797 or christopher.carper@UND.edu. Curt Hanson, Department Head – Special Collections, is available to assist with archiving questions. You can contact him at 701.777.4626 or curtis.hanson@UND.edu.

The final step in the Pre-move phase is a [Facilities Walk-through and Box/Label](#). When you submit the Facilities Space Change and Move form, Facilities' Move Coordinator will contact you so they can schedule a walk-through. This walk thru:

- a. Assists you with decisions regarding your move.
- b. Assesses the magnitude of your move to determine resources required.
- c. Informs you about preparation of items prior to move (emptying file cabinets, desks, labeling requirements, etc.)

NOTE: Facilities Management has a limited supply of totes to borrow/pack for moving. Please contact Facilities Management at 701.777.2523 for delivery of available totes. Totes must be emptied and returned no later than 5 business days after your move is complete. Call 701.777.2523 for pickup. If, after 5 business days and reasonable attempts to contact you for return have failed, Facilities will charge your department the cost of the totes.

For items you've determine will be moved to your new location, box smaller things and label with the building name, room number, and a box number. Large items do not need boxing, but they should be labeled with building name, room number, and a unique identifying number. Please do not use garbage or mailing containers as moving totes. To keep track of your items moving, you should complete the Office Contents Transmittal Log. See *Appendix C*.

6. Phase 2: Move

During Phase Two, the move of all of your university items to your new location will be coordinated by Facilities Management.

- a. Please note for safety reasons, UND employees/students cannot assist in the move other than packing.
- b. Movers are not allowed to move personal property.
- c. To ensure appropriate safety/security for vacated space, Facilities, in consultation with Public Safety, will determine the timing of changing locks/access control. Please contact Facilities Management if you need access to your old space after locks are changed.

Phase 3: Post-move

Please complete the following steps in your new location.

- d. Return keys/EDAs for your previous office at the Operations Center, Facilities Room 110, within two weeks.
- e. Confirm that all boxes/items arrived at your new office using the transmittal log. Unpack boxes in a timely manner; Facilities Management will pick up borrowed totes within 5 business days.
- f. Update major and minor equipment listings for your new space. It is your responsibility to keep accurate and detailed listings of major and minor equipment in order to maintain proper insurance coverage. Contact Asset management with any questions at 701.777.5672.
- g. Update campus address in HRMS and department webpages.
- h. Please complete the Facilities Management survey upon completion of your move to assist Facilities Management in improving the moving process.

Appendix A: Moving Checklist

Phase 1: Pre-Move

- Communicate your move
 - Space Change and Move Form
 - Project Request Form (If required)
 - Key/Electronic Door Access (EDA) Request
 - Telecommunications
 - Campus Postal
 - Duplicating Services
 - Information/Office Technology (IT)
- Purge
 - Surplus items you don't need
 - Transfer equipment items to other departments
 - Records Management – Archive/Shred
- Facilities Walk-Through and Box/Label
 - Call for moving totes
 - Box your items
 - Label items as directed
 - Record all boxes on Transmittal Log (Appendix B)

Phase 2: Move

- Facilities Management moves boxes and items

Phase 3: Post-Move

- Turn in keys/EDAs for previous space within 2 weeks at Operations Center, Facilities Room 110
- Confirm receipt of all boxes at the new location
- Contact IT staff for technology set up
- Call to request pickup of totes within 5 business days of move completion
- Update equipment inventory records
- Update Human Resource Management System (HRMS) work addresses
- Update department webpages

Appendix B: Moving List Example (From/To/Items)

Student Success

From McCannel 190 to Twamley 115

190--Front Desk/Entry

- Starfish kiosk (rolling desk, television, and computer)
- Color printer (HP 500)
- Computer/monitor
- Phone
- 2 office chairs
- Wall clock

190A

- Desk chair
- Chair mat
- Sit/Stand desk unit (ergotron)
- Computer
- Small refrigerator
- Misc boxes, carts, etc

190B--Copy Room

- Mail Sorter (large piece of furniture)
- Paper cutter
- 1 desktop computer, mouse, keyboard, set of speakers
- Desktop scanner
- 2 ladders (small and large)
- Shredder
- Table (approx. 3x5)

190C--Conference Room

- 20 photo canvases
- Wall clock
- Avaya telephone

190D

- 2 Dell Monitors
- 2 Dell Speakers
- 1 dell computer tower
- 1 wired mouse
- 1 wired keyboard
- 1 sit & stand station
- 1 phone
- 1 hp printer
- 1 office chair
- 1 space heater (small)

