Moving Support Checklist

The Physical Plant Department (PPD) movers are available to assist UNM departments with on-campus office moves. Moves should be scheduled at least two weeks ahead of time but preferably one month in advance. Main Campus I&G funded departments are not charged for labor or truck rental for on-campus moves.

Suggestions for planning your move:

1. Plan early.

2. Appoint a move coordinator to your department.

3. Who to contact:

   - To schedule a move and to request boxes (prior to your move), please submit an iService request on the Physical Plant website or contact Special Activities at 277-7246 as soon as possible. We ask that requests are preferably two weeks to one month in advance. Moves are scheduled on a first come, first served basis.

   - All auxiliary departments, Health Sciences Center & medical school departments need to email Special Activities with your index number, JRegensberg@unm.edu.

Additional UNM Contacts:

   - **Alarm Services**, 277-1140

   - **Information Technology (IT) Service Desk**, 277-5757
     - Check on necessary network connections
     - Can assist in moving telephone lines & equipment.

   - **PPD Lock Shop**, 277-1061

   - **PPD Grounds & Landscaping Division**, 277-1600
     - Can assist with scheduling special trash pick-up.

   - **Recycling Department**, 277-1681
     - Can assist with scheduling special recycling pick-up.

   - **Surplus Property**, 277-2923
     - Can assist with the removal of surplus property.
4. Prior to moving day.

☐ Pack your boxes. If needed, the movers can provide you with collapsed packing boxes prior to your move. Please submit an iService request in advance to the Special Activities division. An approved index number will be required prior to the delivery of the boxes. Please note that your department will be billed $1.75 for each box not returned to Special Activities within (60) days undamaged and in reusable condition.

☐ Close each box securely by taping or tying shut. Always pack boxes so they can be stacked; pack them level or below the top of the box.

☐ Mark each box with an identifier with masking tape, indicating name, destination, and room number.

*Note: PPD personnel will not pack items/boxes to be moved.*

☐ Clear-off & clean-out office furniture. Empty all desks, shelves, bookcases and filing cabinets of their contents; contents must be boxed and identified separately. The movers will not move furniture with its contents still inside.

☐ Label office furniture. Mark office furniture such as chairs, desks, files, bookcases, etc. with masking tape indicating name, destination, and room number.

*Note: The PPD Movers will not move electronic equipment. This includes but is not limited to; computers, printers, monitors, servers, copy machines, etc. as we cannot and will not be held liable for damages.*

☐ Dismantle large furniture. Any furniture that is built in, or is too large to fit through the door or in the elevator should be dismantled prior to moving day. If you need help with dismantling, please note in your work order and speak directly with Special Activities so that we can arrange for the work to be completed. Additional charges may apply.

☐ Any personal items within an office (i.e. paintings, wall rugs, stereos, etc.) should be moved by the office owner and not the movers.

☐ Department personnel planning to be absent during the move must have all items packed, identified, and ready to move prior to their absence.

☐ The move coordinator should notify all faculty and staff of the guidelines and ensure that everyone is packed and ready on moving day.
5. **Moving day**

The move coordinator will be the contact person and will work with the movers to organize the order of the move. The move coordinator should arrange for each office to be moved completely before going to the next one.

6. **After the move**

When everything has been unpacked and the boxes have been collapsed, the move coordinator must call Special Activities to schedule a pick-up of the moving boxes. Boxes shall be returned within 60 days of receiving. If not, the department will be charged $1.75 for each unreturned or damaged box.

7. **Loss and Damage**

Moving is a service of the Physical Plant Department. The Physical Plant movers take great pride in their ability to move your furniture and office materials safely and efficiently. However, sometimes accidents do occur. We take precautions to protect your belongings but cannot be held liable for any loss or damages. UNM and the various departments are self insured through the Risk Management Department, not through the Physical Plant Department.