U Move Me

Space Management is charged with the tracking all of UNM space and its spacial data. Due to this, we have put together this "U Move Me" document to assist departments in moving their staff, furniture, equipment, and information. Many departments may be involved in your move, so it is best to schedule your move as far in advance as possible.

Planning & Preparation

Planning and preparation will help your move go smoothly and in a timely manner. There are many things you can do and/or provide to your staff and moving support to help plan and prepare for the big day.

- *Determine departmental needs*
- *Perform a site survey*
- *Are changes needed in the space before you move in such as construction, furniture, voice/data, etc.*
- *Room numbering (Space Management)*
- *Assign a person(s) to be a "Point of Contact": A person(s) who has detail knowledge of the move/project that can help guide, answer and contact people if needed. They might have some decision making responsibilities.*

Once you have met with the necessary departments (see "Who to Contact") a schedule and contacts list should be made so that all entities have the information to do their jobs and stay on schedule. It should be given to:

- *Departmental staff*
- *Any UNM department helping in the move*
- *Any outside vendor involved with the move*

Formal announcements should be made to any person, group, department or company that can be affected by your move. UNM communication departments can help with any UNM wide notifications that are required. Remember to do the following to remind people that your move is taking place.

- *UNM communication notifications*
- *Change your voice mail message*
- *Forward your phone to voice mail or another phone number*
- *Set up your e-mail with an automatic reply*
- *Send out mailings*

It is best to do some office-prep and clean-up before you pack and move. By organizing and cleaning your office/department, you should have an easier time packing and less of it to pack. Doing the following will help.

- *Have all staff take any personnel items home to ensure its safety*
- *Throw away and properly dispose of any unneeded items and files*
- *Surplus any unused furniture and equipment*
- *Prep keycards for key return and new key assignment*
- *Prep any needed badge access requirements*

Packing & Moving

Once you have finished your office planning and preparation you are ready for packing and moving. Have your boxes and other supplies delivered a minimum of 3 to 5 days before you move. I week or two is preferred, so packing of lesser used items can be completed sooner. Below is a good list to follow.

- *Prepare a "Must Have Box": One to two boxes of necessary items needed to keep working up until and right after moving. Box One: May include items such as current project files, basic office supplies, moving contact list and schedule, etc. Box Two: Should have your phone and all your cords/cables for your phone and computer. You will need these boxes handy to set up your computer and phone quickly for testing and validating operation. You may even want to move these two boxes yourself so they do not get buried.*
- *Filing cabinets: Must be completely emptied, unless otherwise noted, to avoid damage. If it is not completely emptied it may not be moved. If moved and damaged, the movers are not responsible.*
- *Labeling: All boxes and equipment should be labeled with the person's First and Last Name, Phone Number, Department and New Location (bldg., room and station).*
- *Computers/Small Equipment: - Should be placed on gondolas and properly labelled for easy access. Check with your department and movers (before move) for details, instructions, security and preferences. Remember to pack all critical cables in your "Must Have Box".*
- *Other Equipment: Some equipment requires special attention. Some may have warranties (ex: copiers on lease), SRS issues, weight limits, etc. Check with movers or UNM departments for information, suggestions and preferences.*

On your *moving day*, have available...

- *Person(s) assign to be a "Point of Contact"*
- *The schedule*
- *Contacts list*
- *A floor plan layout with approved room numbers from Space Management*

After Moving Needs & Updates

After your physical move be sure to do the following as soon as possible.

- *Unpack as soon as possible*
- *Check for broken or missing items*
- *Prep area for housekeeping*
- *Call movers for box pick-up.*
- *Notify custodial if clean-up is needed in old and new space.*

Once you have completed your move your department will need update a variety of information.

- *Update your Inventory*
- *Update you Departmental information in the UNM Space Database (FAMIS)*
- *Update your webpages, letterhead, business cards, logos, etc.*
- *Update any communications*

Who to Contact / Check List

Use this check list to help you decide what departments/services you will need to coordinate with or receive support from.

- ☐ **Human Resources** - *Employee and Departmental information changes (Phone No., address, etc. changes).*

- ☐ **FSM** - *Departmental information changes (Org Codes, Org descriptions, etc).*

- ☐ **Mail Services** - *Employee and Departmental address/mailstop changes and mail delivery.*

- ☐ **Maintenance: Physical Plant** - *Maintenance need from your old and/or new area coordinators.*

- ☐ **Safety & Risk Services** - *Removal, relocation, or surplus of hazardous materials (frig, hoods, equipment, etc.).*

- ☐ **Project Intake** - *Request for remodeling (includes furniture, project management, code compliance, etc).*

- ☐ **Space Management: Physical Plant** - *Space assessments, building coding (addresses, building nos, floor nos, and room nos), floor plans, and floor plan and spacial information updates.*

- ☐ **Custodial Services: Physical Plant** - *Trash cans for cleanup, carpet cleaning, etc.*

- ☐ **Special Activities & Movers: Physical Plant** - *Moving and packing material.*

- ☐ **External Movers** - *Moving and packing material.*

- ☐ **Surplus** - *Removal of UNM surplus property.*

- ☐ **Recycling: Physical Plant** – *Request additional recycle bins, and pick-up of recyclable product before and after move.*

- ☐ **Sign Shop: Physical Plant** - *Signs for new location (Building name/no and room nos must match Space Management)*

- ☐ **Property Accounting** - *Inventory adjustment (Building name/no and room nos must match Space Management).*

- ☐ **Information Technology** - *Activations or moves of computer ports, telephones, voice mail and alarms.*

- ☐ **Lock Shop: Physical Plant** - *Return, update and check-out keys. Request additional or removal of locks, security, etc.*

- ☐ **Communications and Marketing Departments** - *Campus notifications, announcements, department logos, etc.*

- ☐ **Departmental Communication/Administration** - *Letterhead, business cards, webpages, templates, announcements, etc.*