

Move Guidelines

Prior to your move, please complete the following items. Please submit your move request at least two weeks in advance of desired move date so we can determine the scope of the work ahead of time.

1. Please submit a FM move request, detailing the following items in the Notes box:
 - a. Building name(s) and room number(s) being moved from and to.
 - b. List the quantity of each item and the type of items being moved.
Examples: 1 L-shaped desk with hutch, 2 tall wooden bookshelves, 1 vertical 4-shelf file cabinet, 3 round tables and 10 boxes
 - c. Make a note if these items are extremely heavy or will require disassembly.
 - d. Note the main contact person, a backup contact person, and the hours they are available.
 - e. Provide the earliest start time and the latest completion time so we can schedule accordingly. *(Please be somewhat flexible as exact times are hard to accommodate)*
2. Once your move request has been approved, contact Ray Noldon, 977-7179 or Ray.Noldon@slu.edu, to confirm the schedule of your move and any details not listed in the move request.
3. Submit an eSeeIDO payment to Distribution Services for the estimated amount that you were quoted by Ray. *(This may need to be adjusted following the move)*
4. Please make sure you remove all items from desks, shelves, and file cabinets.
Both vertical and lateral file cabinets need to be completely emptied.
5. Please make sure your office area has been cleaned **BEFORE** the move takes place. Distribution services will not be able to move items and wait for the area to be cleaned before moving the new items into place.
6. You can request wooden file carts and moving boxes to be delivered to your location 2-3 days before the move. NOTE: The cost for moving boxes is \$3.00/box. Please have all items packed and ready for the move **BEFORE** the movers arrive.

7. Please make sure you disconnect all computer/telephone wires and cables **BEFORE** the move and pack up any loose electronic items. Distribution Services will not be able to disconnect any electronics during the move. You may want to have the wires plugged in and the outlet numbers noted at the new location so that they can be fed through the furniture. Please contact the IT department for more information at 977-4000.

Guidelines for Cubicles and Movable Walls

Procedures for moves requiring cubicle removal/installation and removal of wall-attached desk

Advanced notice is required.

- Distribution Services will come on-site to inspect the items prior to scheduling the move

NOTE: Work for the following items must be completed prior to the move date:

- Disconnection of IT equipment/hook-ups, data cables. For ITS assistance please contact ITS at 7-4000 to open ITS ticket and coordinate the disconnect and re-connect of computer equipment.
- Disconnection of electricity from cubicles directly attached to the wall and/or electricity running through the cubicle walls. Please open a Facilities service request by using the Facilities Service Request application in My SLU tools or by calling Facilities at 7-2955.

