

Move Guidelines

Prior to your move please complete the following items. Please give at least one weeks' notice before the move needs to be completed so we can come and look at the scope of the work ahead of time.

1. Please put in a FAMIS work order detailing all of the items you would like moved in the description box.
 - a. List the number of each item and the type of items being moved.
 - i. Examples: 1 L-shaped desk with hutch, 2 tall wooden bookshelves, 1 vertical 4-shelf file cabinet, 3 round tables and 10 boxes
 - b. Make note if these items are extremely heavy or if they will need to be taken apart to move so that we can plan what tools and equipment to bring.
 - c. List all of the room numbers where the items are coming from and where they will be going.
 - d. Note the main contact person, a backup contact person and the hours they are available.
 - e. Give us the earliest start time and the latest completion time so that we can fit the move into our schedule. *(Please be somewhat flexible as exact times are hard to accommodate)*
2. Make sure to contact Ray Noldon 977-7179 noldonra@slu.edu to confirm the schedule of your move and any details that you were not able to list in the work order.
3. Put in an eSeeIDO payment to Distribution Services for the estimated amount that you were quoted by Ray or Grant. (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 in 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 \$2.00/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.