



## How to Prepare for a Move

\* For major moves, please contact Maria Lemme, Assistant Director of Administration, x28940

### **Boxes:**

- Please use the packing boxes that Physical Plant will supply. Any other boxes may cause damage to the contents and are not recommended. \*\*\*Moving boxes may be requested 48 hours prior to move from the Physical Plant, call x8809 or x8810\*\*\*
- Boxes currently in your department holding supplies may be labeled if larger than or equal to a Xerox box.
- All similar boxes must be placed inside a moving box.
- All desk drawers, lateral file cabinets, storage cabinets... must be unloaded and packed.
- All glass, pictures, lamps or personal items shall require your independent attention.
- Pack all heavy items books, reports; metal... half way within a moving box.
- Labels will be given to department heads as they are requested or as desired. The labels are to be placed on the narrow sides of the boxes and every other item you need to have moved. Writing on boxes is not recommended because movers will only read the labels.

### **Mounted Items:**

- All items such as large pictures, corkboards, chalkboards, wood shelving attached to the wall ONLY needs to be labeled and left on the wall.

### **Miscellaneous:**

- Don't forget to label garbage cans, recycling cans, plastic floor mats, these items will not automatically be moved with your office unless they are labeled.
- All telephones, computers, fax machines, copy machines... must be unplugged, wires wrapped and labeled. In most cases you have to notify the appropriate Nova Southeastern Department to prepare these times for moving.
- All electronic items being removed from a department must be listed on a memo with the serial number, NSU number and faxed to the office of Technical Support Services Department before any equipment is removed.

- If you are receiving new furniture and decide to leave behind your own furniture, please keep in mind that there is no storage or holding bins for this furniture and will not be returned to you at a later date.
- Unless your department has its own designated storage there will be no separate storage facilities available to hold old files or furniture. Any needed storage space may not be obtained in Physical Plant or East Campus.