



FOR CLIENT REFERENCE ONLY Please fill in the following information and distribute to each employee

Facilities Move Contact Person

Client Name		Phone
Current Room #	New Room #	
Packing Date	Move Date	
Unpacking Date		

PACKING & LABELLING

- Each person is responsible for packing their own personal effects. See itemized list for specific instructions.
- For items you are able to pack yourself, please make requests for boxes, tape, and tape gun five business days in advance of your packing date with the Logistics Supervisor (local 8659). Please return tape gun, unused tape, and boxes when you are finished.
- Clearly label all furniture, cabinets, computers, boxes, etc. to be disposed of, stored or moved. Please ensure that everything in your classroom, lab or office space is removed following your move as the contractors will require the entire space to work.
- Close box and place tags on sides of boxes. Do not place stickers on top of boxes.
- Do not label desk, chair, filing cabinets, bookcases, which are not to be removed.
- Computer accessories such as mouse, mouse pad, extension cords and cables need to be packed into a box.
- Remove bookcase shelves and store on bottom of the unit. Shelf brackets/plastic pegs must be bound together with tape or otherwise and attached to the unit for shipping.

STORAGE

Please contact the Logistics Supervisor three business days in advance of your move regarding any furniture or equipment that is planned to be moved back into your space after the project is complete.

VACATIONS OR ABSENTEES

Personnel who anticipate being away at the time of the relocation must make their own arrangements to have the contents of their work areas packed and readied.

AFTER THE RELOCATION

Immediately upon return to work, check to see that all items have been delivered and note any losses or damages in writing to your supervisor. If there is anything that has been rendered unusable and is critical to immediate operations, have your supervisor report it to the Logistics Supervisor and the Facilities Project Coordinator or Facilities Project Manager.



DESKS AND CREDENZAS	All desks must be completely emptied and the contents packed prior to being moved. Desks will be placed on their end for removal through doorways and will generally remain in that position until delivered and placed at the new premises. All components of your workstation must be labeled appropriately.
BOOKCASES	All bookcases, whether sectional, enclosed or otherwise, must be completely emptied for the relocation.
LATERAL FILE CABINETS	<p>Generally these cabinets are only designed to hold files while in a stationary position and are often not structurally sound enough to accommodate movement with the contents intact. The make and model as well as the size will dictate the exact packing requirements. However, the following is generally recommended:</p> <p>Two and three drawer cabinets can generally be moved with the contents intact where no stairs are involved.</p> <p>Four, five and six drawer cabinets will generally allow that the bottom two drawers can remain full so as to lower the center of gravity and reduce side wall stress. However, certain brands/models in these sizes will always require that they be completely emptied for relocation.</p> <p>Wherever stairs are involved, all cabinets must be completely emptied for relocation. For lockable cabinets, please lock and assign one person to maintain all keys and have them available.</p>
VERTICAL FILE CABINETS	<p>Due to the nature of the construction of this type of file cabinet, they can be relocated with contents intact in virtually all cases. In fact, where this type of cabinet is in placed and less than fully utilized, we encourage the packing of general loose files into the file cabinets. Where possible, the follow block at the rear of each drawer should be pulled fully forward against the contents.</p> <p>Four, five and six drawer cabinets will generally allow that the bottom two drawers can remain full so as to lower the center of gravity and reduce side wall stress. However, certain brands/models in these sizes will always require that they be completely emptied for relocation.</p> <p>For lockable cabinets, please lock and assign one person to maintain all keys and have them available.</p>
STORAGE CABINETS	<p>Because these cabinets are constructed in a similar nature to lateral file cabinets, they require complete emptying for relocation in all cases.</p> <p>For lockable cabinets, please lock and assign one person to maintain all keys and have them available.</p>
COMPUTERS, CRTs, PRINTERS, PHOTOCOPIERS AND RELATED ITEMS	Prior to relocation, all vendors of such equipment should be contacted to determine any specific servicing requirements. Often, the manufacturer will have mandatory servicing in order to maintain lease or service contracts and these must be adhered to. Disconnection and cabling of these items is your responsibility and should be properly completed prior to movement. Once the equipment has been properly disconnected, label each piece and leave them in plain sight.
COPIERS	For any multi-functional print copy machines (MDF units) being relocated, contact Print Services Supervisor to arrange proper relocation.



MOVE INSTRUCTIONS

HIGH VALUE/ FRAGILE ART	If these items are personal or require sensitive handling, then you are responsible for moving them before the scheduled move date.
PICTURES, PAINTINGS, WHITE BOARDS, MAP BOARDS	Where small items can be packed into containers, do so. Where these items are too large for the containers, label them appropriately and the mover will look after them.
SPECIALTY EQUIPMENT	Due to the sensitive nature of most specialty equipment, certain servicing functions will likely be necessary and these arrangements are your responsibility. Confirm all such arrangements with the individual vendors. Ensure that they are removed properly before the construction start date. Ensure re-install is coordinated after renovation is complete.
PLANTS	Personal plants are not to be relocated by the mover and should be removed prior to the relocation. It is recommended that they be taken home until after the completion of the relocation. Company owned or leased plants require only that the plant pot or container be labeled appropriately.
PERSONAL BELONGINGS	The contract with the mover is primarily for BCIT assets. Personal belongings should be removed or relocated by the employee.
TELEPHONE	Do not pack or disconnect your phone. A technician will pick up your phone and re-install separately. The phone relocation must be coordinated with the telecommunications coordinator for your area by an FM Works request sent to ITS at least two weeks in advance of the move.
RUBBISH AND CULLING OF FILES	<p>Relocation is the ideal time to rid yourself of rubbish, unnecessary files and general refuse. There is no need relocating items that will only be disposed of upon arrival at the new premises. Please recycle as much material as possible - mixed paper goes into the black tote bins and cardboard into the exterior green dumpster. Check with your department before discarding unwanted textbooks. Contact the Facilities Service Desk to request additional paper bins. Please see the Library website to learn about BCIT confidential material/shredding guidelines.</p> <p>Remember however, the moving boxes supplied for the relocation come with a cost and are not supplied for garbage/recycling.</p>