

Texas Tech Health Sciences Center

General Services - Pre-Move Tasks and Moving Instructions

In order to expedite the moving process, General Services' movers request that your department accomplishes the following **PRIOR** to the arrival of the moving crew.

I. Reduce what you have to pack and move

- a) Survey existing furniture and storage
 - i) Identify what needs to go to new space
 - ii) Identify what can be returned to the University for re-allocation
 - iii) Identify what can be disposed of

II. Preparing Furniture and Equipment

- a) All file cabinets **MUST** be empty to be moved. Be sure to lock them and remove the keys.
- b) All desk, storage cabinets, bookcases, credenzas, refrigerators, etc. must be empty to be moved. Any return on a desk must be removed/disassembled either by department or Plant Ops. Be sure to lock them and remove the keys.
- c) Disconnect and prepare all office equipment - computer equipment, printers, copiers, faxes etc. as per the instructions in your owner's manual or by calling IT.
 - i) Wrap up cords and/or wires using ties, string, or rubber bands.
 - ii) If you are unsure on how to prepare your equipment, contact the supplier from where the product was purchased and verify what needs to be done.
 - iii) If damage occurs because of failure to properly prepare the product for moving it **IS NOT** the responsibility of the mover, either internal or external.
- d) If items are to be anchored or detached from the structure of the building, this must be identified so Plant Operations personnel can approve and assist with the plan. This may necessitate your department submitting a work order to the Plant Operations department via phone at 3-2070.

III. Boxes, Packing and Tagging

- a) Boxes
 - i) **Note:** should you acquire boxes yourself for packing, be sure they are sturdy and not too large. Remember people have to lift and move each item, the weight limit per box is **NOT TO EXCEED 50 lbs.**
- b) Packing
 - ii) When packing the boxes be sure to use adequate packing materials.
 - iii) The weight limit per box is **NOT TO EXCEED 50 lbs.** Failure to adhere to the fifty (50) pound weight limit could result in your being asked to re-pack any box that does not comply.
 - iv) If the box needs special handling it should be set apart from the rest of the boxes clearly marked and identified to the movers.
 - v) If the items are personal property it is recommended you move the items yourself, especially artwork, framed pictures, figurines, plants, etc.

IF YOU HAVE PATIENT FILES – or any boxes with confidential information contained within them, the department is responsible for securing them in a manner acceptable to address all HIPAA concerns. These must be in sealed boxes, cannot be left unattended, transported in open motor vehicles, etc. Our Movers need to be aware of which items require the additional precautions.

We take great care in ensuring your items are safely and carefully moved however, we do not accept responsibility for damaged items.