

MOVE PREPARATION GUIDELINES

TO BE COMPLETED AT LEAST 4 - 6 WEEKS IN ADVANCE OF YOUR MOVE:

Computer Equipment:

Contact your IT provider for direction regarding the move and set up of all computer and networked equipment.

Schedule your equipment moves well in advance to ensure resources can be made available for your move.

Power & Data:

Confirm if there are enough power outlets for your equipment in the new location. If you require additional power outlets, contact your facilities management group.

Contact your IT providers to ensure that appropriate network capability is available at the new location.

Phones:

Those moving to another site (e.g. Point Grey to CWH) cannot keep the same phone number. New phones will need to be ordered.

Phone moves & installations are coordinated through UBC Voice Services (Point Grey) or HSSBC (Hospital sites). During the transition, arrange for call forwarding, voicemail notifications, etc.

Please note that computer & phone moves may not take place on moving day with delays of up to 2 weeks depending on queues.

TO BE COMPLETED AT LEAST 2 WEEKS IN ADVANCE OF YOUR MOVE:

Movers:

Inter-site (e.g. Point Grey campus to VGH) or hospital site moves (BCCH to CFRI) may be coordinated through an external moving company. Rates (\$/man/hour) vary between moving companies.

Point Grey campus moves must be coordinated through UBC Building Operations (\$49/man/hour).

Access:

Contact your Key Administrator for keys/access cards to your new location.

TO BE COMPLETED BEFORE YOUR MOVE DATE:

Packing & Labeling:

It is your responsibility to pack up your office or workspace. Moving companies will charge extra for this service.

You can obtain your own moving materials (boxes, labels, etc) from Staples, Grand & Toy or from your moving company.

All items should be labeled with your name, destination building and room number.

Please ensure labels are clearly visible (tops of boxes, top surfaces of desks, sides of bookshelves, etc).

Desks:

Desks should be cleared of all items and drawers emptied.

If the desk is being moved, ensure that it is clearly labeled.

Filing Cabinets:

Lateral filing cabinets may need to be emptied before they are transported. Confirm with your moving company.

GENERAL REMINDERS:

Moving Costs:

Allocate funds for the following in your move budget:

- Equipment purchases & moves (computers, phones, etc)
- Transport costs
- Signage
- New furniture / reconfiguration of existing furniture
- Electrical/data port upgrades
- Packing supplies

General:

Update directories, contact lists, signatures, stationary, business cards, signage, voicemail, etc.

Arrange for office supplies & services (including mail & courier).

Obtain long distance codes, voicemail passwords, etc.