

## GENERAL INSTRUCTIONS

1. Once approved by your manager and/or Division Chair, complete the online [Move Request Form](#) at least 4 weeks prior to your intended move date. Requests made with less notice is subject to resource availability.
2. Facilities staff will contact you to confirm your schedule including computer disconnect / reconnect times.
3. Request packing supplies through the form or by contacting [facilities@langara.ca](mailto:facilities@langara.ca)
4. Complete packing all your belongings no later than the evening prior to the move date.
5. On the move date, staff from Facilities and IT will move all boxes and items as labelled. Items not labelled will not be moved. You do not need to be physically present for the move itself.
6. Unpack your belongings and complete the *Post-Move Checklist* at the end of this document.

## BLACKOUT PERIODS

Due to the volume of work requests that IT and Facilities receives during certain periods, moves cannot be performed during:

- First two weeks of May
- 3<sup>rd</sup> week of August to 3<sup>rd</sup> week of September
- 3<sup>rd</sup> week of December to 3<sup>rd</sup> week of January

## MOVE PREPARATIONS

- Confirm your room assignment and expected availability of the space with your manager and/or Division Chair.
- If your department has a dedicated coordinator for moves, please contact that person first. Otherwise, submit your move request using the [online form](#) as soon as possible noting any blackout periods.
- Facilities staff will coordinate with IT and contact you or your department's coordinator to offer a scheduled move date.
- Facilities staff may also schedule a walk-through prior to confirmation to clarify the requirements.
- One week prior to your scheduled move date, submit a [Key Request Form](#) by emailing [facilities@langara.ca](mailto:facilities@langara.ca) or in person at the Facilities trailer. You will be contacted by email once your key is ready for pick-up.

## FURNITURE

- In general, all standard furniture items (desk, tables, bookcases, pedestals) provided by the college will remain in the office for the next occupant with the exception of office chairs which should be labelled for the move.
- Items that were acquired through ergonomic assessment or special request should be labelled and will be moved to your new office.
- Prior to your move, communicate any request for additional standard furniture in your new office with your Facilities contact.
- Tape any keys to lockable pedestals, cabinets or hutches inside the top drawer.

## PACKING AND LABELING

- All packing must be completed by the evening prior to your move date.
- Unless oversized, all items to be moved must be packed into boxes with the lids closed. Empty all contents from desks, drawers, bookcases and shelves into boxes for moving.
- Empty all filing cabinets drawers higher than the bottom two if the cabinet is to be moved.

- For the safety of our staff, boxes filled with books and/or paper should be filled to half and be placed on the ground.
- Label all boxes and items to be moved with your first initial, last name, and destination office (ex. J. Holloway A201). Items not labeled may not be moved and may be discarded by the next occupant.
- Affix labels to the side of boxes as they will be stacked during the move.
- Request additional supplies (boxes, tape, markers, labels) by contacting [facilities@langara.ca](mailto:facilities@langara.ca)
- Moving is a great time to purge unnecessary items. You can request a temporary large recycling, garbage or confidential shredding bin by contacting [facilities@langara.ca](mailto:facilities@langara.ca)
- Make arrangements to move valuable or fragile personal items (including plants) to your new office yourself.

## COMPUTER, PHONE AND ACCESSORIES

- Completing the online Move Request Form will initiate an IT Help ticket for your move. You do not need to create a separate ticket through email.
- Do not disconnect your computer. IT staff will disconnect, move and reconnect all components on your scheduled move date.
- If you are requesting new equipment, please start a separate IT Help ticket or use the [online form](#).
- IT will not move any personal computing equipment such as USB drives, cameras, personal printers, personal scanners, and other peripherals.

## WALL-MOUNTED AND CARPENTRY ITEMS

- Wall mounted items such as cork boards, white boards and coat hooks will not be moved and new ones will be provided once you have moved and decided on their positioning in your new office.
- Contact [facilities@langara.ca](mailto:facilities@langara.ca) to request installation of these items after your move.
- Facilities maintenance may also visit after your move to attach bookcases and keyboard trays as needed.

## MAINTENANCE

- Once aware of an upcoming move, Facilities maintenance staff will visit the destination office and assess the condition of the room. If needed, painting and major repairs will require the office to be vacant for several days prior to the move and may not be possible in all scenarios.
- The online Move Request Form will allow you to make specific maintenance requests which will be reviewed.
- General cleaning will always be done before move in.

## POST-MOVE CHECKLIST

- Keys:** Pick up your new key and return your old key at the Facilities trailer. New keys will require advanced notice so please be sure to submit the [Key Request Form](#) at least one week prior to your move.
- Directory:** Once your move is complete, send an email to [facilities@langara.ca](mailto:facilities@langara.ca) to update your information on the online directory.
- Door sign:** Submit a request to [facilities@langara.ca](mailto:facilities@langara.ca) to update your door sign or to install a new one. Please include your previous and new office numbers, as well as your name, title and department.
- Boxes:** Contact [facilities@langara.ca](mailto:facilities@langara.ca) to remove any empty boxes or surplus supplies you no longer need.
- Deficiencies:** Let your Facilities move contact know if there are any deficiencies that need to be addressed.