

UNIVERSITY SUPPORT SERVICES  
4225 University Avenue  
Columbus, GA 31907  
Warehouse 706 507 8203

## **Moving Check List**

### ***SINGLE OFFICE MOVES***

- Place an eQuest for Moving under University Support Services (USS)
- If you have electronics, place a second request with UITs to reconnect items
- Make sure all loose items are boxed and labeled for the move
- Make sure all furniture to be moved is emptied and labeled
- Label all items for the move with the following information
  - Name of Person Move is for
  - Phone number of person move is for
  - New location to include building and room number
  - Special instructions (e.g. *Fragile, This Side Up*)

### ***DEPARTMENTAL OR FULL BUILDING MOVES***

- USS will provide a date range for the move
- Please fill out moving labels provided by USS and place on EACH item moving
- Make sure all loose items are boxed and labeled for the move
- Make sure all furniture to be moved is emptied and labeled
- Furniture in offices is purchased for the space not for the individual. Please note that all furniture moving locations has to be approved by USS.
- If boxes are needed, please place an eQuest for empty boxes under USS.

