

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 Faculty/ Staff
 - Phone number Faculty/ Staff
 - 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 must be pre-approved approved by USS prior to any moves.
- If boxes are needed, please place an eQuest for empty boxes from USS.

