

Move Checklist

Prior to Move

- **Notify any external or internal customer, vendors, fellow employees about your move date and new location.**
- **Contact copier representative regarding moves or changes to copier locations and codes.**
- **Notify Payroll and human resources of your move and new location.**
- **Notify vendor if there are any documents or materials to be destroyed or stored off-site.**
- **Designate an artwork staging area for all artwork left behind after the move.**

Move Day

- **Do not disconnect or move any phones, computers or copiers.**
- **Walk through space with movers to ensure everything to be moved is tagged. Make sure everyone is packed.**

Post Move

- **Your Corporate Real Estate representative will contact you to ensure all issues have been resolved and you are settled in your new home.**
- **Contact your IT Business Partner for any computer or phone issues.**
- **Email your move coordinator for any follow-up items.**
- **Complete a “punch list” of follow-up work that is needed as a result of the move and forward that to your move coordinator after 1-2 days. Return all Post Move Forms to your Corporate Real Estate representative.**

Preparing for your Move...

Packing Checklist

- Desk empty including center drawer? Credenza, bookcases empty?
- Wall items removed?
- File cabinet drawers unpacked and locked? Keys taped to cabinet? Cabinets that are moving tagged with new number?
- Each computer piece tagged (monitor, CPU, keyboard, surge protector)?
- Office machines (typewriter, adding machine etc.) tagged?
- Supply cabinet emptied and packed?
- All boxes labeled with name and cube number?
- All personnel items and plants taken home?
- Before you leave, take another look. Is everything tagged and marked?

Moving Tips

- Items not packed will NOT be moved.
- Look around your area and assist with packing up common areas/storage rooms.
- If you will be out of town, please be considerate of your associates and pack before you leave.
- Put miscellaneous items such as mouse pads, paper clips, rubber bands, etc. in an envelope before packing in a box.
- Pack your most important items last so they are easy to find the day after your move.

MOVE INSTRUCTIONS

Please be packed and ready for the start of the move

Before the move...

BOXES: Boxes will be provided. Please do not mark directly on the boxes. If a box has a label from a previous move, cover or remove it. It is important that each person keep a general inventory of the contents of each box. This will make unpacking easier for you.

LABELS: Adhesive labels will be provided with the boxes. LABELS MUST BE AFFIXED TO THE **END OF THE BOX**, not the top, side or bottom. Please include the following information on the labels:

- Your **FULL NAME, FLOOR and NEW WORKAREA LOCATION NUMBER.**
- The **BOX # & TOTAL BOXES** (i.e.: box 1 of 5)

COMPUTERS/PRINTERS: Please use the labels provided to label **EACH** component. You should specify your name and the floor and workstation number to which you are moving. **DO NOT peel off the backing** of the label. **TAPE** the LABEL to each component. *PLEASE DO NOT USE "POST-IT" NOTES TO LABEL YOUR COMPUTER EQUIPMENT.* ("Post-it" notes come off too easily)

Please place the labels as follows:

- **MONITOR:** TAPE the label to the plastic case. *DO NOT AFFIX THE LABEL TO THE SCREEN.* For flat panels, place the label on the square base of the monitor.
- **CPU:** Tape the paper label to the top of your CPU.
- **KEYBOARD:** Tape the paper label on the flat underside of the keyboard.
- **PRINTERS:** Tape the paper label to the top of the printer.
- **LAPTOPS:** Please signoff and remove your laptop. You will need your laptop on Monday to log-in.
- **DOCKING STATIONS/PORT REPLICATORS:** Tape the paper label to the top.
- **DO NOT DISASSEMBLE, DISCONNECT OR PACK ANY COMPUTER EQUIPMENT OR COMPONENTS IN BOXES.**

PHONES: Information Technology Services (ITS) new phones will be provided. On Monday, ITS will be available. Any changes after the move will be billable to your Co/Sub/RC so please ensure that all of your access and systems are operating correctly.

FAXES: The movers will move your fax machine. Please label with destination location.

FILE DRAWERS and CABINETS: *must be emptied.*

PERSONAL ITEMS: You may pack your personal items in the boxes provided; however, items of monetary or sentimental value should be taken home and brought back with you after your move is completed. **DO NOT** place personal items into your new workstation prior to your move. The vendors will not take responsibility for damaged and/or missing items. If items are forgotten or left behind in the old space, you will have only **ONE** day to retrieve them after the move. The old space will then be turned over to the demolition crew and the old space will be inaccessible.

COPIERS: It is the responsibility of the move coordinator to contact the copier manufacturer to arrange the relocation of copiers. Please allow at least one week prior to move for scheduling with the vendor.

- The moving company, with the approval of the vendor, can relocate the copier.
- The leasing agent can arrange to have copiers removed if not re-locating.

MISCELLANEOUS EQUIPMENT, FURNITURE AND OTHER ITEMS:

All new furniture in your new space has been selected to coordinate with the overall design scheme. If you have non-conforming furniture you wish to retain, please ask your move coordinator to contact your Corporate Real Estate representative to arrange for a substitution. If miscellaneous equipment, furniture or other items in your general area have not been accounted for, please notify your move coordinator so that these items can be labeled to be moved to your new space or labeled for surplus.

PLANTS: Do not label plants. They are the property of the building management, and will not move with us. Personal plants should be taken home.

ARTWORK: If you have personally owned artwork, please remove it and take it home with you prior to the move. All bank owned artwork has been inventoried and will be placed in storage.

MAIL DELIVERY: The Move Coordinator will contact Mail/Courier Services to report the address change for the entire building.

CHANGE OF TELEPHONE NOTIFICATION: Please notify your customers and business partners of your move. **UPDATE** your contact information in your **HR ONLINE USER PROFILE** and **LOTUS NOTES PROFILE** with your new work address.

SECURITY ACCESS: You will need to obtain a secure ID badge to gain access in and throughout the new office.

On Monday Morning...

Representatives from technology, furniture vendors, and etc. will be available to assist you with any questions or problems you may have. Designees will be circulating with ticket forms and a Move Command Center will be set up to address any questions or issues requiring assistance.

Once you have unpacked, flatten your boxes for pick up by the mover. Corporate Real Estate will contact the moving company within 3 to 5 days after your move to arrange box pick up.

When you have settled in, please remove all furniture and equipment labels. If pulled off slowly, the labels should remain intact.

Please do not screw or nail anything into your workstation panels.

All items must be stored inside your binder bins and designated personal storage. Please do not place things on top of the bins. We need your help in keeping our new office neat and clean. Keeping things off the top of binder bins will go a long way toward maintaining a fresh, neat and clean work environment.

Please be aware that small electrical appliances such as space heaters, fans etc. require high amperage. For this reason, you should **NOT** plug these items into the electrical outlets at the base of the panels. This is a fire code issue, and there will be **NO EXCEPTIONS**.