

Relocating an Entire Department

Coordinating a department move involves a lot of communication with various units and individuals, and important tasks to be completed, such as submitting work orders.

Someone within the department should be selected to coordinate the move. Facilities Services can help the Department Move Coordinator understand the move process and necessary tasks, but Facilities Services is not responsible for coordinating the move. Not having a Department Move Coordinator can often result in a difficult and inefficient move.

Guidelines from Facilities Services

- Unit must provide a list of equipment to be moved.
- Submit a request for packing boxes at maximo.ku.edu. The boxes are 12”H x 12”W x 18”L. Do not use larger boxes, as they may be too heavy to lift. The unit will be charged for any boxes that are ordered. When you are finished unpacking, submit a request in Maximo to have the empty boxes picked up.
- The contents of conventional file cabinets need to be boxed if the cabinet is leaving the building. Lateral file cabinets are required to be empty before moving.
- All other furniture contents, including in desks, must be emptied and placed in packing boxes.
- All personal belongings are to be moved by the owner.
- Boxes containing fragile items should be packed to prevent damage and the box marked FRAGILE.
- Boxes must be closed and taped both on top and bottom. Any boxes that are not closed and taped will not be moved.
- All items should be labeled with the room number it is being moved to. Masking tape with the dimensions of 1” x 3” provides a good label.
- A floor plan for furniture placement should be provided or posted on the door of each room at the new location. If it is important to the unit, determine and advise the movers the order in which the move should be performed.
- Request access for your new location by submitting a request at maximo.ku.edu. Include the room locations and names of people needing access.
- The leasing company must move multifunction printers.
- Computers must be unhooked and placed in a secured area for overnight storage. All wires, mouse, keyboards and any loose items should be boxed up.



Individual Office Move

Moving to a new location may involve several units and many people. While Space Management can help with some things, coordinating the move is your responsibility.

Suggested Order and Timeline for Successful Moves

At least 10 days minimum before your move:

1. Determine if you will use the furniture that is already in your new space. If not, submit a service request to have it removed.
2. Determine if your existing equipment will move and contact the appropriate group to schedule moves (e.g., multifunction printers, paper shred boxes, etc.)
3. If you have purchased new furniture or equipment, please contact and confirm with the company when that furniture will be delivered and installed.
4. Confirm additional changes to utilities or space are being worked on and will be completed by the day you move.



Three days before your move:

1. Confirm with movers that everything is on schedule.
2. Confirm work orders are scheduled to be completed by the day of your move.
3. Confirm all new equipment and furniture have been installed in your new space.

One day before your move:

1. Confirm what time movers will begin.
2. Make sure all boxes and furniture are marked with the building and room number for the new location.

The day of the move and after:

1. Have someone on hand as a resource to the movers. Questions come up that often delay moving if nobody is available to answer them.
2. Have movers return any crates or boxes within two weeks of the move.



Furniture

You should try and use any existing furniture already within the space, if possible, because your unit will pay the cost of moving and purchasing furniture.

Units or individuals should contact Facility Planning and Development (FPD) if their space needs to be changed (e.g., renovations, large equipment, etc.), including replacing the existing furniture, as these changes could necessitate a code review.

If you don't need the existing furniture in your new space, submit a request at maximo.ku.edu to have the items removed. Please specify dates for pickup and list yourself as the contact person to coordinate the pickup.



If you need furniture that is not already in your new space, you have three options:

1. Move the furniture from the office you are leaving to your new office. This is only possible when you are not switching units. If you want to move your current furniture, you will need to submit a service request at maximo.ku.edu. It is important that before you submit a service request to move your current furniture, you should submit a service request to remove any furniture that you will not use in your new space or include both tasks in the same service request.
2. Find furniture from KU Surplus (surplus.ku.edu) to use in your new office and have it moved to your new space.
3. Purchase new furniture for your space (procurement.ku.edu).

Who pays for the cost of furniture?

If there is furniture in the new space that is comparable to the furniture in the previous space, the unit is responsible for the cost of moving and purchasing new furniture, if desired. The only time Space Management is responsible for the cost of moving and purchasing furniture is if the furniture in the new space is not comparable to what an employee had previously. If comparable furniture is available in the new space, but you still want to move your existing workstation, your unit will pay the cost.

Accessibility barriers or needs should be discussed early in the move planning process. Contact the ADA Resource Center for Equity and Accessibility at accessibility.ku.edu for assistance with accessibility and accommodation needs.



Technology and Electrical Power



If you need a power strip in your new office, your unit should provide one for you. If you need to change where power outlets are, submit a work order at maximo.ku.edu. If you need to reconfigure heavy or permanent furniture, submit a work order in Maximo. Your unit is responsible for costs of modifying power or furniture.

If you will be working for a different unit because of a position change, contact the KU IT Technology Support Center (tsc.ku.edu) for your unit. Units typically own

employee computers, so you will need to return your current devices and coordinate with your new unit to get a new computer.

If you require a wired internet connection, contact KU IT (tsc.ku.edu) to confirm the connections are operable and request they turn on the connection.



Obtaining Keys

Units can request existing keys at no charge. Units will be charged if they choose to rekey the office or suite of offices. Key requests can be made by submitting a service request at maximo.ku.edu and selecting “Safety and Security” then “Keys.”



Campus Partner Contact Information

Partner Organization	Email	Phone
Office of Space Management	spacemanagement@ku.edu	
Facilities Services	facilities@ku.edu	785-864-4770
KU Surplus	surplus@ku.edu	785-864-0662
Custodial Services	custodial@ku.edu	785-864-4770
KU Information Technology	itscs@ku.edu	785-864-8080

Submit requests and work orders at maximo.ku.edu

Paint, Carpet and Cleaning



If the space needs to be painted or the carpet needs to be replaced, your unit can request a cost estimate to refresh the space by submitting the request at maximo.ku.edu. The request will be shared with KU Operations to determine if general maintenance and repair funding is available for use. However, in most cases the unit is responsible for the cost.

If you want your new space to be cleaned, submit the request at maximo.ku.edu before moving into the space. **Note:** All surfaces must be free and clear. Custodians do not clean surfaces with personal items, paper and computers in place.

Deep cleaning includes:

- Vacuuming
- Shampooing carpet
- Wiping down any vertical surface that is clear of personal or office type items
- Wiping down all whiteboard surfaces in vacant spaces only
- Removing or emptying trash. Items not needed should be marked trash or surplus.



Moving Boxes and Crates

What Space Management can do: Provide and fund boxes or crates for you to move your things if the move is not voluntary.

What Space Management CANNOT do: Provide boxes if the move is voluntary, arrange for your things to be moved, inventory, design or plan how furniture and equipment will fit into your new space.

Once office space is found and accepted by the unit, a unit representative can submit a request at maximo.ku.edu for moving boxes or crates. Tag Service Request for Space Management approval of forced funds. Once approved, boxes/ crates will be delivered to the designated location. Once you have moved and your boxes are emptied, put in a non-billable service request to have the boxes and crates returned to Operations' inventory. Facility services movers will pick the empty boxes.



Move Request Example

This page is a descriptive example of how a move request should be written to ensure a well-coordinated and efficient move for everyone involved.



Office Move Service Request

Move from room 120 to room 112:

- Double pedestal metal desk, 30 x 60, dark plastic laminate top, tan paint.
- HON Credenza, 24 x 60, matching above desk
- Desk chair, wine color fabric

Move from room 113 to basement storage:

- Round table
- Maple wood conference table with glass top, 36 x 72
- Maple wood conference table w/o glass
- HP Laser Jet 4 computer printer on table
- Hon box on conference table
- 2 Hon boxes on floor near maple wood conference table

Move from room 122 to room 113:

- All pieces of equipment
- Grey metal desk

Do Not Move:

- Metal desk, with wood grain laminate top
- Computer
- File Cabinet
- Cabinets (2)
- Folding Tables



Reminder

Make a floor plan for your new location and tape it to the door to that space. The floor plan should show furniture placement and other instructions for the movers.