



## Moves and Relocations Checklist

When you or your department are relocating, there is a lot to keep track of. Use the information below to help make your move as smooth as possible.

### Support Resources

UWT IT	<a href="mailto:tachelp@uw.edu">tachelp@uw.edu</a>	2-4357
Facilities	<a href="mailto:facility@uw.edu">facility@uw.edu</a>	2-5700
Building Coordinators	<a href="https://www.tacoma.uw.edu/fa/facilities/building-coordination">https://www.tacoma.uw.edu/fa/facilities/building-coordination</a>	
UWT Advancement (office signage)	<a href="mailto:bca@uw.edu">bca@uw.edu</a>	

### Expectations for internally-initiated moves

When a move is initiated internally, such as a department reassigning office space within an already allocated footprint, the department is responsible for coordinating occupants and submitting appropriate requests to UWT IT and Facilities to complete the move. This is typically best handled by an operational staff position, such as an Administrator or Director of Operations.

### Facilities Space Planning should be notified of any changes in occupancy.

Access changes (keys, Husky Card) should go through the appropriate departmental administrator or building coordinator.

Unless required for a documented accommodation, furniture will remain as is. Internal moves should only involve occupants, their technology/devices, personal work items (e.g., files, books, office supplies, etc.), and personal décor (e.g., art, photos, awards, etc.).

When in doubt about a move, email Facilities at [facility@uw.edu](mailto:facility@uw.edu) before making any changes, and we can provide guidance and appropriate support.



### **Expectations for centrally-initiated moves**

When a move is initiated centrally, by campus leadership via Facilities, the process will be managed by Facilities Space Planning, working closely with the departmental point of contact.

### **UWT Facilities Space Planning Responsibilities**

To the best of their ability, the Facilities Space Planning team will:

- ❑ Communicate with impacted department(s) to set timeline and schedule
- ❑ Physically inspect space(s) to determine refresh and furniture needs
- ❑ Coordinate with UWT IT on computer and phone relocation  
*Note: Phone lines are managed by UW IT; [read more about switching to Teams phones](#)*
- ❑ Coordinate with Facilities Custodial Services
- ❑ Coordinate with vendors for furniture, fixture and/or equipment installation
- ❑ Provide timely updates to departmental point of contact when there are any changes to the plan

### **Department Responsibilities**

Use the checklist below to ensure your move stays on schedule and that all parties involved get needed support.

#### ***Prior to move date***

- ❑ Empty desk and cabinets, packing files and items into boxes
- ❑ Label all boxes to be moved with your last name and new office location
- ❑ Personal items should be kept separate and moved out by the occupant prior to the move date (i.e., brought home or kept in a car)  
*Note: Facilities staff and/or vendors are not responsible for loss or damage*
- ❑ If you expect a large amount of trash or items to surplus, work with the Space Planning team to ensure these are handled correctly  
*Note: Do not fill common area waste bins when moving*



- If needed, confidential shredding services are available at the Copy and Mail Center
- Hot tip: Many departments have excess boxes on hand. Before purchasing moving boxes, check with Copy and Mail Center for used boxes and put out a request on UWTLLine – Reduce, Reuse, Recycle!

### ***On move date(s)***

Generally, staff do not need to be on site for Facilities or a vendor to complete your move. The Space Planning team will work with the departmental point of contact to determine who, if anyone, needs to be on site.

### ***After move-in***

- Explore and inspect your new space as you unpack
- If needed, contact Facilities to pick up any boxes or other packing materials
- Check that all technology is working and notify UWT IT of support needed
- Communicate any additional needs with the Space Planning team

As with any complex process, communication is key. If at any time you have questions or are unsure about a step in your move or relocation, don't hesitate to reach out directly to the Space Planning team by emailing [facility@uw.edu](mailto:facility@uw.edu) or calling 253-692-5700.