Department Move Guide
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You’re Moving!

There is staff on campus to assist you in making the process as painless as possible. In this document, you will find instructions on how to get from point A to point B as well as tips and contact information for those who can help you along the way.

Phase One: Pre-Move

Please complete the following steps to prepare for your move.

1. Communicate Move
   In order to inform others of the space changes and help coordinate the move, there are a few forms/notices to complete.
   a. Facilities Management Forms
      i. Space Change or Move Form - Form to be emailed to und.facilities@UND.edu.
         1. This form notifies Facilities Management of the upcoming change in order to update space records. Here are the instructions to complete the form.
      ii. This form also includes a section to request services from facilities management including disassembly of items to be moved & the physical moving of your items. UND Access Request Form
         1. This form is used to request keys or electronic door access (EDA) for your new space.
      iii. Space Release Form: This form is used to release space that you no longer intend to utilize further and open to other units and departments.
      iv. Space Request Form: This form is to be used for those that would like to take on more space, better space for a justified reasoning to the space committee.
   b. Telecommunications Notice
      i. Please request the telephone counselor for your area to email telecom@UND.edu noting the phone lines to be moved, their new locations, the expected transfer date, and the funding source for the move. In addition, you will need to work with Telecomm to review any data port needs in the new space to be occupied.
         1. Please contact Telecommunications at 701.777.4111 or telecomm@UND.edu for questions.
   c. Campus Postal Services
      i. Please inform Campus Postal Services (CPS) your stop number will be moving to your new location by phone at 701.777.2279. Your mailing address will be updated to the new street address with the current stop number unless otherwise changed with CPS.
d. Duplicating Services  
   i. If your department leases copier machines, please contact Duplicating Services at 701.777.5088 as Duplicating will coordinate the move to follow the terms of the lease.

e. Office Technology  
   i. Please work with your department IT staff to coordinate the take down and set up of your IT equipment.

f. Parking Services  
   i. If your department has any special arrangements with Parking, please contact Parking at 701.777.3551 to make arrangements for your new location.

2. **Purge**
   
   Prior to moving, this is the ideal time to take inventory, identify surplus property, and clean out unnecessary or outdated items.

   a. Personal Items: Items should be taken home one week prior to your move.

   b. Major Equipment:
      
      i. For major equipment that is no longer needed, please complete appropriate surplus property form based on the equipment information. Please review the surplus property policy to be sure you are in compliance. Surplus property forms should be submitted no less than 14 days prior to your projected move date.

      ii. For questions related to surplus property, please contact Mike Hess, Storekeeper, at 701.777.3125 or UND.surplus@UND.edu.

   c. Minor Equipment:
      
      i. For minor equipment that is no longer needed, please complete appropriate surplus property form based on the equipment information. Please review the surplus property policy to be sure you are in compliance. Surplus property forms should be submitted no less than 14 days prior to your projected move date.

      ii. For questions related to surplus property, please contact Mike Hess, Storekeeper, at 701.777.3125 or UND.surplus@UND.edu.

   d. Records Management  
      
      i. Please refer to the [UND Records Retention Schedule](#) to determine if records have met the required retention period. Records that have met the required retention period should be destroyed or transferred to the UND Department of Special Collections using the [Records Disposition Process](#). Records that have not met the required retention period should be transferred to the new location.

      ii. The Departmental Records Coordinator should contact Chris Carper, UND Records Manager, to update contact information for shredding services and schedule a time to review records. You can contact him at 701.777.6797 or christopher.carper@UND.edu.
iii. Curt Hanson, Department Head – Special Collections, is available to assist with archiving questions. You can contact him at 701.777.4626 or curtis.hanson@UND.edu.

e. Asset Management

   i. Asset management is available to assist you in pulling inventory listings for your space. You can contact them at 701.777.2243.

3. Box and Label
For items you’ve determine will be moved to your new location, box smaller things and label with the building name, room number, and a box number. Large items do not need to be boxed, but they should be labeled with building name, room number, and a unique identifying number. Please do not use refuse or mailing containers as moving totes.

   a. Facilities Management has a limited supply of totes that can be borrowed for moving. Please contact Facilities Management at 701.777.2523 for delivery of available totes.

   b. Complete the Office Contents Transmittal Log (Appendix B) for departmental tracking of contents to be moved.

      i. Please use this log to verify you received everything after the move.

   c. For major equipment to be moved, please complete the major equipment transfer form.

   d. For minor equipment to be moved, please complete the minor equipment transfer form.

   e. Office Technology – Please contact the appropriate technology staff for your department regarding the coordination of moving computers and equipment to your new space.

Please note for safety reasons, items cannot be stored in hallways.

Phase Two: Move
During Phase two, the move of all of your university items to your new location will be coordinated by Facilities Management.

To insure appropriate safety/security for space being vacated, Facilities in consultation with Public Safety will determine the timing of changing locks/access control. A method to enable access to the vacated space once access has been restricted will be available. Please contact Facilities Management if you need access during the transition after restrictions have been put in place.

Phase Three: Post Move
Please complete the following steps in your new location.

1. Return keys from your previous office and pick up keys/EDAs at the Operations Center, Facilities Room 110 within two weeks.

   a. Please bring a campus ID with you for key pick up.
2. Confirm that all boxes/items have been transported to your new office using the transmittal log.

3. Unpack boxes in a timely manner; Facilities Management will pick up borrowed totes within three days.

4. Update major and minor equipment listings for your new space. It is your responsibility to keep accurate and detailed listings of major and minor equipment in order to be covered for insurance purposes. Contact Asset management, with any questions at 701.7772243.

5. Update campus address in HRMS and department webpages.

6. Please complete the Facilities Management survey upon completion of your move to assist Facilities Management in improving the moving process.
Moving Checklist

Phase 1: Pre-Move
- Complete communication forms/notices
  - Space Move/Change Form
  - Project Request Form
  - Access Request Form
  - Telecommunications Notice
  - Campus Postal Notice
  - Duplicating Services Notice
  - Technology Services Notice
- Take all personal items home
- Complete surplus property forms for property to dispose
  - Process takes 14-days
- Box all small items and label
- Label all large items
- Box technology equipment and label
- Complete equipment transfer forms
- Record all boxes on Transmittal Log

Phase 2: Move
- Facilities Management moves boxes and items

Phase 3: Post-Move
- Turn in keys to previous space within 2 weeks and pick up new keys at Operations Center, Facilities Room 110
- Confirm receipt of all boxes at the new location
- Contact IT staff for technology set up
- Facilities Management will pick up totes within three days of move completion
- Update inventory records
- Update HRMS work addresses
- Update department webpages
- Complete survey
Appendix A: Purging Tips

1. What are records?

Records are documents, books, papers, photographs, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. See North Dakota Century Code (Section 54-46-02).

- Most records are created and retained to assist in carrying out routine operations.
- Many records are required by law (taxes, patents, EEO, etc.).
- Some records are important for their historical or archival value.

2. What are non-records?

Non-records are items that are not usually included within the scope of official records such as convenience copies, reference materials, drafts, extra copies of documents, etc. These items are not required to be maintained and may be destroyed when no longer needed. For more information, see North Dakota Century Code (Section 54-46-02).

3. Follow the UND Records Retention Schedule

4. What is the difference between recycling bins and shredding totes?

**Shredding Totes:** Shredding totes are used as a secure destruction method for items that contain personally identifiable information, student names, grades, exams, etc. Records that are put in these totes will be shredded and recycled.

**Recycling Bins:** If the records you are destroying do not contain personally identifiable information, student names, grades, exams, etc. then place the records in the recycling bins. This is an unsecure method of destruction.

5. Clean out all of your storage rooms.

6. Surplus supplies and property.

7. Books, manuscripts, and copies of journal articles used for your own reference may be destroyed when no longer needed.
Appendix B: Office Contents Transmittal Form

Office Contents Transmittal Log

Name:

<table>
<thead>
<tr>
<th>Current Bldg. &amp; Room</th>
<th>NEW Bldg. &amp; Room</th>
<th>Box #</th>
<th>Brief Description of Contents (i.e. office supplies, phone, files)</th>
<th>Date Box Picked up</th>
<th>Date Box Received - New Location</th>
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