

Preparing for Moves

- When giving a list of items to be moved, please be as detailed as possible in the description of each item.
 - For example, if a desk needs to be moved, the customer must provide the following information:
 - ↳ Is the desk L-shaped?
 - ↳ Does it have any attachments such as a hutch?
 - ↳ If a desk is L-shaped and/or has any attachments such as a hutch, it may need to be taken apart by the Furniture Crew.
- Provide an exact quantity of each item.
- Provide a point of contact in the work order description.
- Provide room numbers and specific locations of where the materials need to be picked up/dropped off.
- If applicable, please provide a date/time frame of when a request needs to be completed by. Please note that all requested date/time frames are subject to our schedule/workload.
- All items that need to be moved **must** be clearly labeled.
- All items must be ready to be moved when the work order is submitted.
 - ↳ Ensure boxes are taped, secured, and properly labeled with customer's name, phone number, building, and room number.
 - ↳ All items inside or on top of filing cabinets must be removed prior to the day of the move.
 - ↳ If you need to request moving supplies, please visit the Warehouse Services website under [Complimentary Moving Supplies](#).
- Scheduling is an important part of ensuring all work orders are completed correctly and in a timely manner; therefore, **all work orders need to be submitted 2 days prior to when a request needs to be completed.**
- * ***Please note:*** if the customer's items are not properly prepared according to the provided move instructions at the time of our team's arrival, we will be unable to complete the moving work order. In such cases, the move will be rescheduled at our earliest convenience. Additionally, all items must be clearly labeled; unlabeled items will not be moved.