

## Office Move Procedures

**Please log a Service Request two weeks prior to your move for scheduling purposes.**

To log a Service Request please visit the Estates Service Desk at [www.hope.ac.uk/estates](http://www.hope.ac.uk/estates). Log in using your username and password. Your request will be allocated automatically and you will receive a reference number which can be used to track the progress of your move request.

Once the move has been assigned, you will receive a call/email from Estates informing you of your moving date. Packing crates will be delivered to your current office one week before your move date. If more crates are required please contact Estates.

**You are responsible for packing all of your items into the crates provided including PC's and Telephones.**

- Please ensure crates can be closed and stacked and are clearly labeled on the side (not on top) using A4 paper with staff name and new location.
- Crates should not be too heavy. If you cannot move the box, please do not expect the movers to move it.
- Your new office will be set up with existing furniture so there is no need to move any furniture from your current office. *Any ergonomic furniture can be moved.* All items to be moved should be clearly marked with room number and the location required in the new office.
- Your current office must be totally clear of all items other than furniture. Items to be disposed of should be placed in black sacks or clear sacks if to be recycled. Sacks will be provided. Clear your desktops remove and unpack drawer contents, empty, bookcases and storage cabinets.
- Empty and pack contents of filing cabinets. Review and throw out unwanted files and paper prior to packing to avoid moving heavy unwanted paper or files. Confidential waste for shredding must be marked.
- All keys to your existing office are to be left clearly on the desk in this office as they will be used by the re-located staff.
- All items must be packed and ready for moving no later than 9am on the date of your move.
- Campus Operatives will collect empty crates 7 days after your moving date. Please ensure all crates have been emptied. **Your department will be charged daily for every unreturned crate.**

As well as contacting Estates with your office move request you must also contact:-

- ❖ IT Service Desk at [ITShelp@hope.ac.uk](mailto:ITShelp@hope.ac.uk) to request relocation of your telephone line and the moving and setting up of your computer equipment. A minimum of two weeks' notice should be given.
- ❖ Reprographics at [Repro@hope.ac.uk](mailto:Repro@hope.ac.uk) to request new "door plate" signage.
- ❖ HR at [HR@hope.ac.uk](mailto:HR@hope.ac.uk) to inform them of your new location so that your details can be updated on the Staff Index