

General Moving Guidelines

Computer	Contact your local support staff member to schedule time to set-up computers, once moved and to determine if you need new IP addresses	Mark the Movers 404 314-8277 will move computers. Staging Department will not.
Custodial help	Custodial Services 77468. Request trash bags for clearing vacated area. Inform current custodial of your move. Bring your trash can with you to your new location!	Important email addresses Customer Service: CSC@fmd.emory.edu
Data & Phone lines	Request on line – www.emory.edu/netcom/ <ol style="list-style-type: none">1. Request Service2. Voice & Data Request3. Create Service Request	Data Line problem: 7-7777 Phone line problem: 7-6161 Submit request at least 3 weeks in advance
Directory	Change your directory information: Ann King at 7-0303 ann-king@emory.edu	
Elevator	Call Customer Service to request that elevator not be serviced on move date 7-7463	For large move - call Julie Hale 7-7466 to make sure she is aware elevator will be used a lot on that day.
Equipment (ie: copier or other specialized equipment)	Contact vendor re: equipment that is leased or under a maintenance agreement. The company may have to move it themselves. Some do not allow leased equipment to be moved by others.	You will need a written statement from the company, allowing authorization of any equipment that is leased or under warranty to be moved by others.
Furniture	Contact Surplus property if your budget allows you to purchase used furniture. John Zolder 7-0545. Or ask College Office, Nancy Bayly 79342 if College has items in storage for free.	Visit Surplus Property, 1762 Clifton Rd.
Furniture Placement	Know how you want your new space set up before you move.	1. Draw a diagram of space with desired furniture placement 2. Take diagram to new space and tape to the door before the movers arrive.
Existing Furniture	Contact College Office to allow them to determine fate of your existing furniture.	College will decide whether your old furniture will be sent to surplus or reallocated to another department. All old furniture to remain in your old spaces.

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Business Cards Hazardous Materials	Kemba Keen at Emory Copy & Print, 7-6075 to get an order form. Environmental Health Safety Office 7-1349	Provide list of chemicals / gas, have EHSO approve move, contact specific vendor
Keys	Send request to customer service at csc@fmd.emory.edu Must provide your account number Allow 7-10 days for keys to be delivered	Determine quantity for new location. Return old keys to Nancy Bayly in Candler 214.
Moving	Place Work Order with Customer Service 7-7463 for Staging to perform duties. They will charge for service if the move is required for a renovation. If in leased property will need to hire Mark the Movers 404 351-0018. Request Estimate.	Get approval of moving costs from College Office, Nancy Bayly, PRIOR to move. College to schedule movers.
Packing	Department is responsible for packing and unpacking. Boxes can be ordered through Staging/customer service 77463. Tape can be ordered through Office Depot. Must use your dept. account number for supplies. Some boxes are available in Candler 214.	<ol style="list-style-type: none"> 1. Move all personal items yourself. Plants, art, photos... These items are not covered under insurance in a move. 2. Mark each box with your last name and new location ID 3. Recycle boxes when finished. Cut tape on boxes to flatten. Place work order to have used boxes delivered to Emory West E411 to be stored and reused again.
	The College recycles!	
Parking	To request change in parking location or deck 7-1868	
Shred	Begin to shred documents early. Do not relocate old files, brochures, papers you no longer need.	
Post Office	Call 7-9189 to change address	
Safety	Emory Police Dept. 7-6115 Emergency 911	Customer Service is available 24 hours per day, 7 days per week at 77463. EPD will answer phone on nights/weekends.

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Current Space	You are responsible for the condition of the space which you are vacating.	Throw away items in trash. Areas left in messy condition will be charged cleaning fee to your dept.
Human Resources	Change information on HRAF	
Signage, interior	Interior Signage: Coordinate with College Office, Nancy Bayly 79342	Will need list of room numbers and names. New signage may take 12 weeks.