



## UNIVERSITY SUPPORT SERVICES

4225 University Avenue  
Columbus, GA 31907  
(706) 507-8203

## MOVING CHECKLIST

### SINGLE OFFICE MOVES

- Place a “Moving” eQuest under University Support Services (USS)
- If you have electronics to be moved, place a second eQuest with UITS to have items reconnected
- Make sure all loose items are boxed and labeled for the move
- Make sure all furniture to be moved is emptied and labeled
- Label all items for the move with the following information:
  - Name of Faculty/Staff member
  - Contact number for Faculty/Staff member
  - Destination, including building and room number
  - Special instructions (e.g. *Fragile, This Side Up*)

### DEPARTMENTAL AND FULL BUILDING MOVES

- USS will provide a date range for the move
- If boxes are needed, please place an eQuest for empty boxes from USS
- Please fill out the moving labels provided by USS and place on EACH item to be moved
- Make sure all loose items are boxed and labeled for the move
- Make sure all furniture to be moved is emptied and labeled  
*Please Note:* Office furniture is purchased for the space and not for the individual. All furniture move requests must be pre-approved by USS prior to any moves.