

The Official Guide to Faculty and Staff Moves James Madison University



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REAL PROPERTY & JMAC 4
SPACE MANAGEMENT Harrisonburg, VA 22807
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PLANNING FOR THE MOVE

James Madison University Moving Services believes that with appropriate planning, any move can be made with ease and a minimal amount of disruption to your operation. A step-by-step guide, Move Assistance Provider's contact list, Moves Worksheet and detailed packing instructions are provided to assist you and your department with a smooth transition to your new space.

Moving Assistance Providers (MAPS)

REAL PROPERTY & SPACE MANAGEMENT	568-7204	cookvg@jmu.edu (Jini Cook)
	568-6875	ritchidc@jmu.edu (Deanna C. Ritchie)
MOVING SERVICES	568-7399	knicejl@jmu.edu (Jeff Knicely)
	568-6870	owensbp@jmu.edu (Brian Owens)
WORK CONTROL	568-6101	FAX NUMBER 568-3168 fm_wcc@jmu.edu
TELEPHONE	568-6471	http://www.jmu.edu/telecom/forms/
NEW EMPLOYEE PHONE SERVICE	568-6471	telecom@jmu.edu
DATA / VIDEO		http://www.jmu.edu/telecom/forms/
MEDIA EQUIPMENT	568-7382	westjr@jmu.edu (James West)
SIGN SHOP	568-3679	stoverra@jmu.edu (Roger Stover)
KEYS	568-2509	
POSTAL SERVICES	438-1018	http://www.jmu.edu/jmumailser/
MAIL STOP CODES	438-1018	simmonaj@jmu.edu (Audrey Simmons)
SURPLUS PROPERTY	568-6931	http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml colopyma@jmu.edu (Mark Colopy)
SURPLUS COMPUTERS	568-8788	oconnobd@jmu.edu (Dennis O'Connor)
BUILDING NAME/ADDRESS		http://www.jmu.edu/instresrch/bldgalpha.shtml
MAP OF JMU		http://www.jmu.edu/map/
HAZARDOUS MATERIALS	568-4959	mullenmr@jmu.edu (Marcella Mullenax)
PROCUREMENT		http://www.jmu.edu/procurement/

Policy 4308

Moving: Changing Department/Office/Laboratory/Classroom Space

Date of Current Revision: July 2014

Primary Responsible Officer: Associate Vice President for Business Services

1. PURPOSE

This policy outlines procedures for the successful move of a classroom, department, laboratory or office at James Madison University.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia section 23-164.6;23-9.2:3. The board has delegated the authority to manage the university to the president.

3. DEFINITIONS

AiM: AiM is the computerized maintenance management software system used by several JMU departments to track data related to their business function.

- **Large move:** A move involving four or more people.
- **Small move:** A move involving three or fewer people.

4. APPLICABILITY

This policy applies to all JMU employees and departments.

5. POLICY

The JMU offices of Facilities Management and Office of Real Property and Space Management will coordinate and execute all departmental moves from one location to another.

6. PROCEDURES

The department that is moving will submit the [Moves Request Form](#) in writing or electronically to the Director of Real Property and Space Management. All moves request forms must be filled out completely to be considered; this includes appropriate signatures as well as a valid department ID. The Director of Real Property and Space Management will act on the moves request, notifying the appropriate vice president if the move is in conflict with assigned allocation.

Once the [Moves Request Form](#) has been reviewed by the Director of Real Property and Space Management and appropriate vice president, if necessary, the Moves Request

Form will be forwarded to Facilities Management and Telecom for scheduling, estimates associated with move and approval.

After approvals and dates of availability for Facilities Management and Telecom have been coordinated, the Director of Real Property and Space Management will notify the requesting department to submit a work request through the AiM system.

The department that is moving will submit a move request to the JMU Facilities Management Work Control Center by using the electronic work request via the AiM system or send a written work request form within the defined time frames below for small or large moves:

- Small moves require a two-week notice.
- Large moves require a four-week notice.

If a phone move is required, submit a [Phone Moves Request Form](#) 3-5 days prior to the move.

The department that is moving must designate the person who will serve as the primary contact for the duration of the move. On the day of the move, there must be a departmental designee at each move-out and move-in site.

All preparations and moves should follow “Planning for the Move Guidelines,” “Packing Tips and Labeling Instructions,” and the “Moving Day Checklist” as listed in the [Official Guide to Faculty and Staff Moves](#).

7. RESPONSIBILITIES

The Facilities Management move coordinator is responsible for setting up and coordinating all moves via "in-house" professionals or contracted movers.

A departmental designee must initiate a move request form and enter a work request through the AiM system to identify the designation of funds for the move and for moving copiers, computers and telephones.

8. SANCTIONS

Departments that do not follow this policy may not be moved in a timely manner and will be responsible for any additional costs associated with not complying with this policy.

Other sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

None

10. INTERPRETATION

Authority to interpret this policy rests with the president and is generally delegated to the Associate Vice President for Business Services.

Previous Version: February 2012

Approved by the President: April 2002

THREE MONTHS BEFORE THE MOVE:

Department

Action	Contact	Completed
Submit the JMU Move Request Form (Appendix 1) to the Office of Space Management-If move is approved, a date for the move will be assigned.	Jini Cook: 568-7204 or cookvg@jmu.edu , MSC 5806	<input type="checkbox"/>
If Institutional Move-please contact Jini Cook for instructions	Jini Cook: 568-7204 or cookvg@jmu.edu , MSC 5806	<input type="checkbox"/>
Notify all staff in your department of the upcoming move.	Internal staff	<input type="checkbox"/>
If moving into a new building, notify both the Building Coordinator of your new facility and the Building Coordinator of your current facility.	http://www.jmu.edu/riskmgmt/bldgcoor.shtml	<input type="checkbox"/>
Measure new spaces and draft a furniture and equipment layout for the new space.	Internal staff	<input type="checkbox"/>
Determine placement of telephone, video and data line services in the new space.	Internal staff	<input type="checkbox"/>

Telephone, Video and Data Lines

Action	Contact	Completed
Request transfer, and installation, if required, of telephone, video and data line services.	Telecom: 568-6471 http://www.jmu.edu/telecom/	<input type="checkbox"/>

Mailing Address

Action	Contact	Completed
Make arrangements to change your mailing address.	Postal Services: 438-1018 http://www.jmu.edu/jmumailser	<input type="checkbox"/>

Hazardous Materials

Action	Contact	Completed
If any hazardous materials are involved, contact Risk Management	Risk Management Marcella Mullenax, 568-4959	<input type="checkbox"/>

Furniture and Equipment

Action	Contact	Completed
Review the Surplus Property web site for procedures on transferring and obtaining surplus property.	Surplus Property: 568-6931 http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml	<input type="checkbox"/>
Decide if any furniture or equipment will be transferred to Surplus Property and label as such. Contact Surplus Property to do a walk through to identify Surplus Property.	Surplus Property (see above contact information)	<input type="checkbox"/>
Prepare an Equipment Inventory Change Request (EICR) form for all furniture and equipment and forward to the Surplus Property Coordinator.	Surplus Property http://www.jmu.edu/acctgser/EICR&Instructions.doc	<input type="checkbox"/>
Consider any special service needs like disconnecting special equipment. Note electrical connections that require an electrician to disconnect and reconnect.	Your Building Coordinator or AiM representative	<input type="checkbox"/>
Place necessary new or used furniture and equipment orders, requesting delivery to coincide with moving date.	Procurement web site: http://www.jmu.edu/procurement/	<input type="checkbox"/>

TWO MONTHS BEFORE THE MOVE:

Department

Action	Contact	Completed
<p>Place a customer request for the move. Large moves (a move involving 4 or more people) require at least a 4 week notice and small moves (a move involving 3 or fewer people) require at least a 2 week notice. You must have previously submitted the JMU Move Request Form (Appendix 1) to the Office of Space Management.</p> <p>Include a request for boxes and green tape if you will require them. You may request additional boxes later without a new work order if you have requested boxes on the original work order.</p>	<p>Your Building Coordinator or AiM representative</p>	<p><input type="checkbox"/></p>
<p>Complete the Moves Worksheet (Appendix 2) and return to the Office of Space Management.</p>	<p>Office of Space Management: Jini Cook, 568-7204 or Deanna C. Ritchie, 568-6875</p>	<p><input type="checkbox"/></p>
<p>Place a work order to move excess furniture (not included in move to new location) to Surplus Property. Also include any items to be picked up from Surplus Property and moved to the new location. It is the responsibility of the department moving to ensure that excess items are transferred to surplus.</p>	<p>Surplus Property: http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml Mark Colopy, 568-6931</p>	<p><input type="checkbox"/></p>
<p>Place a work order for new signs. You should contact the Sign Shop to discuss your new signage needs. Be sure to initiate this project in time to have the signs in place BEFORE your move. You may not change room numbers on any signs.</p>	<p>Your Building Coordinator or AiM Representative</p> <p>Sign Shop: Roger Stover 568-3679, stoverra@jmu.edu</p>	<p><input type="checkbox"/></p>

Contact copier vendor (if it is a leased copier) to arrange for the vendor to move the Copier	Procurement	<input type="checkbox"/>
Begin organizing your files for the move. Moving time is an excellent opportunity to reduce the amount of hardcopy paperwork you keep on hand. Recycling can help you with this task, they will be happy to bring you a large wheeled hopper to make your recycling more convenient.	Recycling Hoppers: Your Building Coordinator or AiM Representative	<input type="checkbox"/>

Telephone, Video and Data Lines

Action	Contact	Completed
Complete Telephone Moves Form. Please specify your move date as the day to have your phone connection moved to your new space. Be careful to budget enough money for this user paid fee, the cost per phone adds up rapidly.	Telecom: 568-6471 http://www.jmu.edu/telecom/forms/movephone.shtml	<input type="checkbox"/>

Keys

Action	Contact	Completed
Submit a customer request to begin the process of getting new keys and having locks changed for your new space.	Your Building Coordinator or AiM Representative	<input type="checkbox"/>
Make arrangements to acquire, turn in or exchange keys. Make an appointment with Lockshop Supervisor to plan the key hierarchy for your new space. DO NOT OVERLOOK THIS STEP! Space being reassigned may be re-keyed leaving your access restricted.	Lockshop Supervisor 568-2509	<input type="checkbox"/>

You will be legally responsible for all keys you have signed out until you officially return the keys to the Lock Shop.

Furniture and Equipment

Action	Contact	Completed
Schedule a site visit confirming items to be moved to Surplus Property	Surplus Property: 568-6931 http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml	<input type="checkbox"/>

Parking

Action	Contact	Completed
Survey the parking situation at your new location. Make arrangements to change your parking permit status, if necessary.	Parking Services: 568-3300	<input type="checkbox"/>

TWO WEEKS BEFORE THE MOVE:

Department

Action	Contact	Completed
Pack everything	See attached <i>Packing Instructions</i>	<input type="checkbox"/>
Clearly label ALL items to be moved	See attached <i>Labeling Instructions</i>	<input type="checkbox"/>
Clearly label ALL items to be moved to Surplus Property	See attached <i>Labeling Instructions</i>	<input type="checkbox"/>
Contact Surplus Property to do a walk-through for determination of recycling vs Surplus. This is the responsibility of the department	Surplus Property: Mark Colopy, 568-6931	<input type="checkbox"/>
Mail out change of address notices to your mailing list.	Internal Staff	<input type="checkbox"/>
Go over the <i>Moving Day Checklist</i> to make sure moving day will complete all items.	See attached <i>Moving Day Checklist</i>	<input type="checkbox"/>
Complete <i>Moves Worksheet</i>	See attached <i>Moves Worksheet</i>	<input type="checkbox"/>

Recycling

Action	Contact	Completed
Make special arrangements to pick up any large quantities of recyclable waste material.	Recycling Hoppers: Jason Rexrode 568-3352	<input type="checkbox"/>

Furniture and Equipment

Action	Contact	Completed
A certified electrician, prior to moving day must disconnect Hardwired Workstations. Workstations should be dismantled prior to moving.	Your Building Coordinator or AiM representative	<input type="checkbox"/>

Mailing Address

Action	Contact	Completed
Confirm with Mail Services the official date to start delivering at the new location.	Mail Services: 438-1018 http://www.jmu.edu/jmumailser/	<input type="checkbox"/>
Each employee will need to change their work address through JESS.	https://jess.jmu.edu/servlets/iclientservlet/jess/?cmd=login	<input type="checkbox"/>

THE DAY BEFORE THE MOVE:

Telephone

Action	Contact	Completed
Forward your phones to voice mail at the end of the business day, the day before your scheduled move day. You will be sure to have this done before the confusion of moving day and before Telecom makes the switch to your new location.	Internal Staff	<input type="checkbox"/>
Contact Mail Services and let them know your status of the move and status regarding mail delivery	Mail Services	<input type="checkbox"/>
If moving into a new building, notify both the Building Coordinator of your new facility and the Building Coordinator of your current facility.	http://www.jmu.edu/riskmgmt/bldgcoor.shtml	<input type="checkbox"/>
Contact Procurement to change address in EVA system	Procurement: 568-7999	<input type="checkbox"/>

WITHIN A WEEK AFTER THE MOVE:

Department

Action	Contact	Completed
Notify Moving Services of any damaged or missing items that occurred during the move. Please inspect all materials as soon as possible and place a work order immediately for repair or replacement of any damaged items. This is best done within the first few days following the move	Moving Services: Jeff Knicely: 568-7399 Brian Owens: 568-6870	<input type="checkbox"/>
Verify telephone, video, data-lines, computer, and printer and network connections . Check all the plumbing, lights, electrical outlets, doors, windows and appliances for proper function and notify your moves coordinator about needed repairs.	Internal Staff	<input type="checkbox"/>

Moving boxes are state property and must be returned to Moving Services.	Moving Services: Jeff Knicely: 568-7399 Brian Owens: 568-6870	<input type="checkbox"/>
Verify that excess furniture (not included in the move to the new location) has been physically moved to Surplus Property by doing a walk through of the former space.	Surplus Property: Mark Colopy 568-6931	<input type="checkbox"/>
Make special arrangements to pick up any large quantities of recyclable waste material or items that have been deemed recycling by Surplus Property.	Recycling Hoppers: Jason Rexrode 568-3352	<input type="checkbox"/>
Check your address on-line	https://jess.jmu.edu/servlets/IClientServlet/jess/?cmd=login	<input type="checkbox"/>
Contact Jini Cook with any suggestions for making James Madison University moves a more pleasant experience.	Office of Space Management: Jini Cook cookvg@jmu.edu	<input type="checkbox"/>

Packing and Labeling Instructions

Proper packing will reduce the possibility of breakage. Here are a few PACKING SUGGESTIONS:

- A full box moves more successfully than one that is over or under packed. Tops should lay flat and close easily. Boxes that are not full may be crushed when stacked so combine the contents of boxes if necessary.
- James Madison University Moving Services does not assume responsibility for damage or loss to pictures and other personal items being moved. You may wish to take these items with you in lieu of having us move them.
- Many items will be packed in commercial bins to allow the moving of multiple items quickly and with additional protection.
- James Madison University Moving Services provides green tape to be used on each box and piece of furniture. If a box you are using has other labels attached, please try to remove the old labels to avoid confusion. Use a black permanent marker to print your NEW room number on each label.

The following is a list of instructions for packing and labeling specific equipment

BOOKCASES:	Place the label on THE TOP of the bookcase. Place shelf support brackets in the sealed envelope; tape the envelope to the inside of the bookcase. Stack removed shelves (without labels) in the bottom of the bookcase.
BOXES:	Place the label on the end of the box near the handle.
CHAIRS:	Place the label on the back support area of the chair. If the chair is fabric, place on an arm or leg. Chairs will be containerized and moved as containerized units.
CHAIR MATS:	Place a label on a corner.
COMMERCIAL BINS:	Place the label on the end of the container. Only one label is required.

COMPUTERS: James Madison University Moving Services recommends that all computers be backed up prior to the move.

Unplug the computer, monitor, printer and other accessories from the wall and place a label on each piece of the system (keyboards, monitor, CPU, cords, etc.)

James Madison University Moving Services will protect each item with pads; all computers will be moved in packing containers. Users are responsible for re-assembling their own computers.

**COPIERS, OTHER
OFFICE EQUIPMENT:**

Please check your service agreement if you lease your equipment to determine if the equipment must be serviced prior to the move or if the service provider is responsible for moving the equipment.

CREDENZAS:

Place the label on the top of the piece. All contents should be removed from the credenza prior to moving.

DESK, SECRETARIAL:

Place labels on top of desks and returns. Do not dismantle desks; James Madison University Moving Services will disassemble as required. Lock any door or drawers you have keys for. **Desks and secretarials must be emptied.** Most desks will be turned on end to be moved out of the room.

DRAWER ITEMS:

The contents of all drawers and cabinets should be placed in envelopes and packed in cartons. Lock any drawers you have keys for.

FILING CABINETS:

VERTICAL CABINETS - Must be emptied prior to the move. Place the label on the top front drawer. Lock any door or drawers you have keys for.

LATERAL CABINETS - Must be emptied prior to the move. Place the label on the top front drawer. Boxes or library carts can be used for packing; place the label on the end of the boxes or the library cart.

LAMPS:	Light bulbs should be removed and carefully packed. Place a label on the lamp and the lampshade.
LIBRARY CARTS:	Place the label on the end of the cart.
PICTURES, MAPS BULLETIN BOARDS:	<p>Make ready by removing the items from the wall. Place the label on the glass.</p> <p>These items will be grouped according to size and wrapped in nylon-quilted pads. They will be moved in packing containers to keep them secure during the move.</p>
TABLES:	Place the label on the tabletop.
TELEPHONES:	Carry your phone with you to your new space. Telecom will need to make a site visit to your new location to test all of your telephones and lines. Remember to forward your telephones to voice mail before you disconnect the phones. It is best to forward your phones to voice mail at the end of the business day, the day before your scheduled move day.
TYPEWRITERS AND PRINTERS:	<p>Prepare the machine by disconnecting all cables. Pads, covers, paper and other supplies should be boxed. Place labels on the top of the machines.</p> <p>These machines will be boxed in shipping containers for the move.</p>
WASTEBASKETS:	Place a label on the side of the wastebasket to ensure that it is moved.
WORKSTATIONS:	<p>A certified electrician prior to moving day must disconnect Hardwired Workstations. Be sure arrangements have been made in advance to have this work done. Workstations should be dismantled prior to moving.</p> <p>Place a label on the top right-hand corner of each panel. Panels will be moved on specially designed carts for additional protection.</p>

Moving Day Checklist

The following reminders should be reviewed prior to leaving your office on moving day.

Individual Offices:

- Desk is empty.
- Credenza is empty.
- Bookcase is empty.
- Bookcase shelf supports are removed and packed.
- Lateral files are empty.
- Vertical files are empty.
- Supply cabinets are empty.
- All items have been removed from the walls.
- All computer components are disconnected and labeled.
- All machines and telephones are unplugged.
- Desk pads/glass are labeled.
- Chair mats are labeled.
- Lampshades and bases are labeled.
- Light bulbs have been removed from lamps.
- All boxes, library carts, cartons are labeled.
- All items to be transferred to Surplus Property are labeled and the contents have been removed from the drawers, cabinets and shelves.
- Forward telephones before disconnection.

General Office:

- Equipment requiring vendor service has been dealt with. All liquids have been drained or removed from all furniture and equipment.
- Common areas are packed and labeled.
- Building Coordinators have been notified of move specifics.
- Freight elevators have been reserved.
- Arrangements have been made to exchange keys with the campus lock shop.
- Transfer of telephone, video and data line service has been arranged.
- Recycling has been notified.
- Arrangements have been made to do a "walk through" after the move to be sure everything has been moved to the new location or to Surplus Property.

Appendix 1

JMU Move Request Form
Office of Space Management

Date Received: _____

Received By: _____

Move Request Form-Return to Office of Space Management, Jini Cook,
cookvg@jmu.edu or MSC 5806 or 568-7204

Contact Person: _____

Phone: _____

Department: _____

E-Mail: _____

Fax: _____

Department(s) requesting move: _____

Move Date Preference: _____

Moves Justification: (1-2 sentences why you are requesting a move)

Department ID to charge all expenses related to move (Move, Telecom, Surplus
Property, etc.) _____

Complete Moves Worksheet (Appendix 2)

For Office Use Only

Telecom Review:

Available Move Date(s): _____

Telecom Contact: _____ Telecom Phone: _____

Telecom Notes: _____

Facilities Management Review:

Available Move Date(s): _____

FM Contact : _____ FM Phone: _____

FM Notes: _____

Senior Administrative Review, if necessary:

Approved: _____

Scheduled Move Date:

FM Work Order/Project Number:
