

## Move Guidelines

Prior to your move please complete the following items. Please give at least one week's notice before the move needs to be completed so we can come and look at the scope of the work ahead of time.

1. Please put in a FAMIS work order detailing all of the items you would like moved in the description box.
  - a. List the number of each item and the type of items being moved.
    - i. Examples: 1 L-shaped desk with hutch, 2 all wooden bookshelves, 1 vertical 4-shelf file cabinet, 3 round tables and 10 boxes
  - b. Make note if these items are extremely heavy or if they will need to be taken apart to move so that we can plan what tools and equipment to bring.
  - c. List all of the room numbers where the items are coming from and where they will be going.