Movin' Out

Instructor:
Janna Morgan
x4357

The Move Process

Moving your office from one room to another or one building to another can be stressful under the best circumstances. This seminar will explain the process and inform you of the different areas that are involved in moving equipment and furniture, and how to coordinate all aspects of the move.

Why Fill Out a Move Packet?

Depending on the size and complexity of your move, you may need the services of one or more of the following areas: ITS Networking, ITS Telephone Services, Baylor Facility Services, Copier Services, Baylor Housekeeping, and outside contractors. There is a huge coordination of effort involved to make sure that your equipment, furniture, and other services arrive at the new location at relatively the same time to decrease the disruption of your work.

When To Fill Out a Move Packet?

When a computer and/or telephone is being moved from one jack to another, a move packet must be filled out. Usually all elements of the move can be handled with a single move packet, even if the move involves several employees. If only furniture is involved, a work order can be submitted through the Facility Services TMA System.

A move packet is not necessary if your office is getting new carpet and equipment needs to be moved out temporarily. If you disconnect your computer yourself, a color-code system works well, so that you know which cords came out of which jack and can be reconnected exactly as they were once the new carpet is in place.

Where to Find the Move Packet?

As soon as the details of your move are finalized, go to: http://www.baylor.edu/movepacket/ .

The Move Committee

The Move Committee meets each Wednesday afternoon to review all requests for moving assistance and schedules them on a first-come, first-served basis. Scheduling is based on the number of requests and their complexity, along with the routine and special work requests.
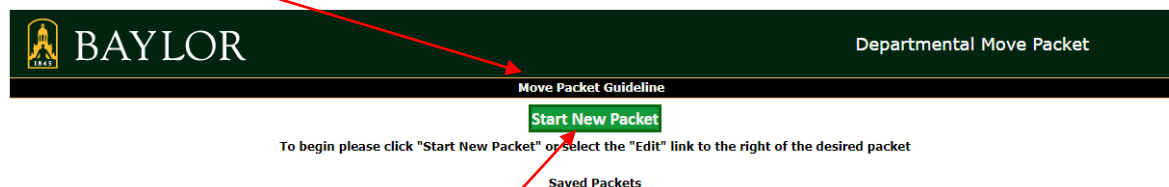
Submit your completed move packet by 5 p.m. on Tuesday for consideration at the Wednesday Move Committee meeting.

The Online Move Packet

To begin:

Go to: http://www.baylor.edu/movepacket/ . Once you log in, you will see the screen below. If you would like additional instructions for completing the Move Packet, click on "Move Packet Guideline".

To begin, click on "Start New Packet".

The first screen gives the Move Committee departmental information. Fill in the blanks as accurately as possible. Near the bottom, you will find a "Requested Move Date" calendar.

You may indicate a preferred move date, but keep in mind that the number of moves campus-wide, as well as other activities on campus such as Freshman Orientation, Regent Meetings, or athletic events, may affect the ability to meet your preferred date. Once you have selected your preferred move date, click "Begin New Packet" button.

Move Packet Forms

Clicking the Begin New Packet button will display this screen:

Department Move Packet #101575 - Modify Packet

- [ ] Move Computer
- [ ] Fax Move
- [ ] New Keys
- [ ] Move Furniture
- [ ] Move Phone
- [ ] Move Printer
- [ ] Copier
- [ ] Housekeeping
- [ ] Moving Supplies
- [ ] Security Needs
- [ ] Additional Outlets
- [ ] Signage

This list represents the items that may be included in your move packet. Click on ALL the items you will need assistance with. If at any point, you need to make adjustments you can return to this page.

Please Note: When you press Delete and Submit Changes any forms that you may have filled out for the section will be deleted.

Submit Changes   Cancel

Delete any forms you do not need. For example, if you only needed a computer and phone moved and nothing else, you would delete the other forms, then click on Submit Changes.

Main Menu
Return Home
Contact Info
Move Detail
Modify Forms
Final Submission

Forms Menu
Computer
Fax
Keys
Furniture
Phone
Printer
Copier
Housekeeping
Moving Supplies
Security Needs
Additional Outlets
Signage

Navigating the Packet

Use the Navigation Pane on the left side of the screen to move from item to item or to go back and make corrections to previously entered data. The example to the left is shown with all forms available. If you had deleted all forms except for Computer and Phone, as in the example above, only Computer and Phone would be visible under the Forms Menu. If you find that you need an additional form, you can add it by selecting Modify Forms under Main Menu.

Your packet information is automatically saved as you click on the Submit button on each screen. You can come and go from the packet as you obtain additional information. Information in the Move Packet can be changed as long as you haven't done the Final Submission.

When you have completed all parts of the packet necessary to your move, click the Final Submission option. You will be prompted to agree with a statement certifying that you have provided correct and complete information.

The Move Components

Move Computer: List information about each computer being moved.

Fax Move: List information about each fax being moved.

New Keys: Download the key forms necessary for access to new location.

Move Furniture: List the number and types of furniture being moved.

New/Move Phone: List information about each phone being moved.

Move Printer: List information about each printer being moved.

Copier: List information about each copier being moved.

Housekeeping: Indicate the housekeeping services that will be needed for move.

Moving Supplies: Indicate the number of book carts and boxes needed for the move.

Security Needs: Indicate security requirements for the move.

Additional Outlets: Submit a work order to have additional lines added.

Signage: List changes in signage as a result of the move.

Each component will be explained in greater detail on the following pages.

Computer

Name:	
Model No.:	
Service Tag/Serial #:	
Baylor/ITID No.:	
IP Address: (129.62.xxx.xxx)	
HW Address: (00-00-00-00-00-00)	
Current Location:	
New Location:	
File Transfer Required:	No

Submit

On this screen, you will list the information for each computer being moved. Once the information has been entered, click the Submit button. Fill out a separate screen for each computer being moved. You may go back and modify the information entered for previous machines or delete them from the packet. This information is found in different places on different computers. Below are some of the more common hiding places for this information. Once completed, you may move to the next section.

PCs

Model: Example – Optiplex #### or Latitude ####
For desktop machines, the model can be found around the power button on the tower. For laptops, the model is located above the keyboard.

Serial Number/Service Tag:
For desktop machines, the service tag number can be found on a sticker on the outside of the tower. For laptops, look for a sticker labeled "Service Tag" on the bottom of the laptop.

IT ID:
This is the Baylor asset tracking number. On desktop machines, this sticker is located on the left-hand side of the tower. On laptops, the sticker is located on the bottom of the machine.

PC info continued…

MAC address and IP address:

On desktops and laptops:
1. Click on the **Start** button and locate the search field directly above..
2. Type **ipconfig /all** (a space before the /)

Or:

1. Click on the **Start** button and select **Control Panel**.
2. Select **Network and Sharing Center**, and then **Ethernet**
3. Click on the **Details** button and look for Physical Address.

Macs

Model and Serial Number: Example – iMac, MacBook Pro

Go to the Apple Menu and select **About This Mac**. Then click on the **System Report** button.

IT ID:

This is the Baylor asset tracking number. On iMacs, the sticker is on the back of the monitor. On laptops, the sticker on the bottom.

MAC Address:
1. Open System Preferences and click on Network.
2. Select the Ethernet option and then click the Advanced button.
3. Select Hardware from the Tabs to fine the MAC address.

IP Address:
1. Click on the Apple Menu and select System Preferences.
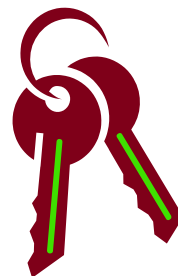2. Select the Network icon.

Fax

The fax option will display the following screen. Fill in the information and click the Submit button.

Extension:
Current Location:
New Location:

Submit

Keys

When you select Keys, you will see the following information:

Due to security regulations you will need to download, fill out and then email (**SRC@baylor.edu**) or fax (**254-710-1753**) the following form to the SRC to request keys for your move.

Link to Key Form

(Please note: this will open a new window where you will need to select "Submit an Authorization for Individual Keys" from the page to complete the form.)

☐ By checking this box I agree that I have completed and submitted the key request forms as part of my move packet.

Please ensure to include the following packet# on the forms: **101575**

Submit

Packet number

Download the Key Form. **A separate form must be filled out for each person requiring new keys as a result of the move.** This form must be filled out in a manner that is readable and needs to be approved and signed by the department's authorized personnel. **Make sure you include your packet number on the key request forms.** Only the person whose name appears on the request form will be allowed to receive and sign for the key requested. A valid identification (such as a Baylor ID or driver's license) will be required for key issuance.

After you have completed the key request forms, check the box and click the Submit button. **Don't forget to fax the form or forms to (254) 710-3299.**

Furniture

Selecting the Furniture option will display the following screen:

Number of regular desks	0 ▼
Number of desks w/returns:	0 ▼
Number of u-shaped desks:	0 ▼
Number of credenzas:	0 ▼
Number of chairs (office or otherwise):	0 ▼
Number of 2-drawer file cabinets:	0 ▼
Number of 4-drawer file cabinets:	0 ▼
Number of 2-drawer lateral file cabinets:	0 ▼
Number of 3-drawer lateral file cabinets:	0 ▼
Number of bookcases:	0 ▼

Miscellaneous items: Each item must be itemized, detailing the quantity and description (Example: (#1) 3 -three person leather sofas, (#2) 8 - 4ft. by 12 ft. tables)

[text area]

[Submit]

Please Note: Personal belongings should be boxed up and transported by the owner.
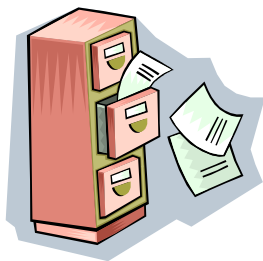
Indicate the number of desks, file cabinets, etc. that will be moving. For each desk, download the Desk Setup form (next page). **File cabinets must be emptied** before they can be moved. The Moving and Hauling Crew from the Physical Plant will move desks, chairs, cabinets, and books. However, they will not be responsible for packing personal items or boxing up books or files.

Once the numbers are entered, click the Submit button.

Phone

Selecting the Phone option will display the following screen:

User Name:	[_____]
Extension:	[_____]
	Link to Request a new extension
	(Please reference your Move Packet # under request details)
Current Location:	[_____]
New Location:	[_____]
	Submit

On this screen, list the information for each telephone being moved. The gray Meridian phones and the black Nortel phones use digital lines. Most other phones use analog lines. Once the information has been entered, click the Submit button. Fill out a separate screen for each telephone being moved. You may go back and modify the information entered for previous telephones or delete them from the packet. Once completed, you may move to the next section.

Extension:
This is the main number on the telephone. On a multi-line phone, list the number that is on the very bottom button.

Model: Select either analog or digital. Analog phones are the old-style single line phones. Digital phones are the Meridian or Nortel phones.

Printer

Selecting the Printer option will display the following screen:

Printer Name:	[_____]
Model:	[_____]
Serial Number:	[_____]
Baylor/IT ID No.:	[_____]
IP Address: (129.62.xxx.xxx)	[_____]
HW Address: (00-00-00-00-00-00)	[_____]
Current Location:	[_____]
New Location:	[_____]
	Submit

All of the printer information can be found on the printer configuration page. To print the printer config page on HP printers:
1. Press the Menu button once to display "Info Menu".
2. Press the Item button twice to display "Print config" or use arrow to "Information" and press √ button
3. Press the Select button to print the config page or use arrow to select "Print Configuration" & press √ button

Copier

Selecting the Copier option will display the following screen:

Copier ID:	
Model:	
Serial Number:	
IP Address: (129.62.xxx.xxx)	
HW Address: (00-00-00-00-00-00)	
Current Location:	
New Location:	

[Submit]

The Copier ID is found on a sticker on the front of the machine, usually beginning with 138xxxxx. The Serial Number is found on a yellow sticker on the back of the copier. Other copier information can be found on the copier configuration page. To print the copier config page:

1. Press the User Tools button.
2. Press the Printer Features option.
3. Press the Config Page option.
4. Press Exit two times.

Housekeeping

Selecting the Housekeeping option will display the following screen:

Identify any housekeeping services that will be needed for this move: (Please check all that apply.)

Before Move: ☐ Carpet Cleaned ☐ Tile Floor Cleaned ☐ Furniture Cleaned/Dusted

After Move: ☐ Carpet Cleaned ☐ Tile Floor Cleaned ☐ Furniture Cleaned/Dusted

Comments:

[Submit]

When providing information about housekeeping, please specify if these services will be needed for the new location _and_ for the location being vacated and/or reoccupied by someone else. Make your selections and click the Submit button.
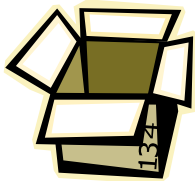
Moving Supplies

Selecting the Moving Supplies option will display the following screen:

Please indicate your moving supply requirements for this move:
(Please select the number required.)

0 ▾ **Book Carts**

0 ▾ **Boxes**

Submit

Don't forget to include the contents of file cabinets and desk drawers when determining how many boxes/crates are needed – its okay to request more than you need.

Note: **Boxes and book carts are on loan must be returned immediately after the move is completed. The department account will be charged for boxes that are not available for pick-up within 14 days of the move.**

Security Needs

Selecting the Security Needs option will display the following screen:

Please indicate your security requirements for this move:
(Please select only those that apply.)

Card Reader Access No ▾

Alarms No ▾

Cabinet/File Locks No ▾

Other: No ▾

Explain Other/Comments:

Submit

When selections are complete, click the Submit button.

Additional Outlets

Select this option when a new telephone jack or network jack is needed as a result of a move. You will see the following screen:

Department Move Packet – Additional Data/Phone/Power Drops Form

Data and/or phone drops may be added or moved at a cost to the department. A separate Service Request must be submitted (link below).

Submit Service Request

Request # [_____] This is the number you will receive once you submit the TMA iServiceDesk Request.

Additional Data Drops   No ▼

Additional Phone Drops   No ▼

Additional Power Drops   No ▼

[Submit]

If your move requires new lines for telephones, computers, or printers, your move cannot be scheduled until the lines are in place. Click on the "Submit Service Request" link to submit a work order with Facility Services. You will be assigned a Request Number. Enter that number on this screen, complete the Additional Drop information and click the Submit button.

Signage

Selecting the Signage option will display the following screen:

Please indicate your signage requirements for this move: (Please check all that apply.)

☐ Move Existing Signage

☐ New Signage

Comments: [_____]

[Submit]

Indicate the signage needs for this move and click the Submit button.

How Much Will It Cost??

There is no charge for the move of computers, printers, and phones. There is no charge if your furniture moved by the Moving and Hauling Crew from the Physical Plant.

There *is* a charge for moves handled by outside moving contractors. Other items that will incur a charge are: new signage, additional data/phone lines, upgrades to phone equipment and moving boxes not returned within 14 days of the move.

What Happens Next…

Upon Final Submission, you will see this screen:

> **Move Packet Final Submission**
>
> **After this point you will need to contact the Move Committee to have any information changed.**
>
> By agreeing to this page you certify that the move packet has been completed and information is correct. To ensure that all data has been completed your packet will be verified for final submission. Once you press the "I Agree" button please do not close out this page as this process may take a couple of minutes. After the verification is complete your packet will be submitted. If there are any errors in the packet an error page will appear indicating the parts of the packet that need to be corrected. If there are no errors your packet will then appear in the submitted section page and you will be able to download a pdf of your packet.
>
> **Thank You.**
>
> [Return to Edit Packet]   [I Agree]

If you need to go back and make changes to your move packet, click the "Return to Edit Packet" button. If you are finished making changes, click on the "I Agree" button. This will display the following screen:

> To begin please click "Start New Packet" or select the "Edit" link to the right of the desired packet
>
> **Saved Packets**
>
> | Packet ID | Department | Account Number | One Bear Place | Department Head | Status | Action |
> |---|---|---|---|---|---|---|
> | 10060 | | | | | Saved | Edit | Delete |
>
> **Submitted Packets**
>
> | Packet ID | Department | Account Number | One Bear Place | Department Head | Status | Sched. Date | Action |
> |---|---|---|---|---|---|---|---|
> | 10020 | ITS | 084-1184 | 97268 | Vicky Gerik | Submitted | | View Packet |

This screen shows any saved packets, the newly submitted Move Packet, as well as any other previously submitted packets. You may edit the Saved Packets, but any changes that you would like to make to Submitted Packets will need to be directed to the Move Committee.

The move committee meets every Wednesday to schedule the new move packets that have been submitted the prior week. Once the move has been scheduled, you will receive an email similar to the one below:

Your requested move

You will soon receive an Outlook "invitation" to schedule your move. You do not need to accept the invitation. However, if you need for the move to be rescheduled, please contact one of the names listed in the e-mail message and offer alternate dates for the committee to consider. Because of the number of moves and the availability of staff, we have given you the best available time.

Here are some important issues to keep in mind to make the move successful. _It may be that not all details below apply to you, please select the ones directly related to your move._

1. Please be packed and ready at the appointed time. _If furniture is involved,_ movers will arrive about one hour prior to the scheduled time, to start that part of the move. The technology staff should arrive at the scheduled time.
2. _Someone who has access to all offices involved in the move and has knowledge of the details of the move must be available_ to allow those assisting with the move to have access into the offices and/or work spaces. If access is not available, the move will be rescheduled.
3. _Anyone whose computer is moved must be available_ to log-on to their computer for ITS staff to update printer and system settings as needed. Laptop users will also need to provide their PGP disk-encryption password.
4. You may unplug your computers in preparation for a move.
5. Absolutely, do not unplug your phone in preparation for a move.

Some moves for computers and phones will be handled by contract workers from Technology for Education (TFE). They will have appropriate identification badges and will be accompanied by a Baylor employee.

If you have problems with this time or you have other questions about the move, please let me know. Thanks for your patience and understanding.

Next, you will receive a meeting invitation through email. The proposed date may not work with your schedule.   If you have a conflict with the date, contact one of the people listed at the top of the invitation.   The invitation will look similar to this:

Be sure to read through this page thoroughly as it has been updated

Nikki Odermann Odermann-nikki@aramark.com
Donna Herbert Donna_herbert@baylor.edu
Stacey Benningfield Stacey_benningfield@baylor.edu

Location

IT Services:

Plant Services:

Housekeeping Services:

Copy Services:

The invitation will list all of the services involved with your move. It is very important that one or more of the contact persons listed on the move packet be present during the move to answer questions and provide access to the offices involved. It is also important for the computer's owner to be present because they will be asked to log in once the computer reaches it's new location.

Final Notes

♪ Please do not submit incomplete forms. If you have questions or are unable to complete the forms, contact anyone on the Move Committee.

♪ Please include all requests you have in the move packet. The staff moving phones and computers will not be able to take care of any "while you are here" requests without jeopardizing the moves of others scheduled after your move.

♪ It will be assumed that all equipment will be moved with the person moving. Additional instructions, such as phone number changes or swapping of equipment can be added to the packet. We will be glad to call and discuss them BEFORE arriving to conduct the move.

♪ Please make sure that the Primary Contact or the Alternate Contact person is present for the move so that any questions that arise during the move can be answered and access to the office is assured. Otherwise, the move will be cancelled and must go back to the committee for rescheduling.

♪ When your move is complete, please notify Human Resources of any physical moves that affect the location of an employee, as reported in the university directory. Information about a change of address (physical location, change of phone number and/or change of mailing address) should be sent to human_resources@baylor.edu .

Your attention to detail when filling out the move packet will go a long way to ensuring a smooth move. Don't hesitate to call anyone on the Move Committee if you have a question. We appreciate your cooperation and thoroughness in completing the forms.