

# Office Moves - Information Sheet

## Plan ahead.

While resources are available to help you plan and execute a successful move, it's best if special needs or circumstances are requested upfront.

## Group Moves

If you are part of a larger group that is moving, your group should have a designated a "Move Coordinator" who can fill out a spreadsheet that contains all this information and make the move process smother. The individual may arrange the move of the furniture for your department or area, and key requests.

## Keys

Key or door access decisions should be made prior to the move. The departments will need to decide if the building (areas, rooms) need to be rekeyed. Key requests forms will need to be completed which are located on FO&M website under "Forms and Information":

(<https://vpfa.boisestate.edu/process/uformsdocs/keyformmaster.pdf>) or Contact 426-1409 for assistance or questions.

## Furniture Moves

Furniture moves are requested through FO&M. A work request can be found the website, <http://webtma.boisestate.edu:82/>. All moves need to be scheduled in advance through our work order process. The correct amount of time needs to be allotted for the size of the move. Depending on the size of the move it may be necessary to hire additional help and this would require scheduling of an outside contractor. You may want to move certain personal or fragile items such as plants yourself. Rule of thumb if you are uncomfortable with leaving it in a box, move it yourself.

- Please submit a work order for the number of boxes required. Boxes and tape will be delivered to you by FO&M.
- Label all pieces of furniture you want moved: chairs, desks, file cabinets, refrigerator, etc.
- Use a removable label that will come off of metal/wood/vinyl/leather.
- Mark on the label what room the box/equipment goes to.
- For furniture, if you know mark which wall to place item, North, South, East, West.
- Also label garbage cans/recycle bins you want to move, you can fill them with odd shaped items.
- Have everything either boxed or if too large to box, labeled.
- Move, get rid of, or recycle beforehand, all random things that you don't want to keep.
- Clean up the area

**Note:** Our FO&M movers are very good at what they do and know what they are doing. Everything you label will show up at your new place. Label items for **Surplus**, this will help minimize confusion and extra moving of items.

<http://vpfa.boisestate.edu/process/uformsdocs/regdisp.pdf>

## **Telephones (self-moves)**

You can move your own phone, but please **leave the Blue Cable**. The main thing to remember during an office move is to leave the **blue data** cable plugged into the wall. Blue cables at Boise State indicate a phone connection that has "POE" (Power over Ethernet). Technology allows us to send a small amount of current down the data line to power up the phone. The **blue cable** is connected back to a special POE switch in a Telecommunication room in each building. If you remove the **blue cable** from the wall, it becomes difficult for the next occupant to locate the phone connection.

When you move into your new room, all you have to do is locate the **blue cable** and plug it into the switch port on the back of the phone marked "10/100 SW." Your phone should power up and work. You can connect a white data cable to the "10/100 PC" switch port on the back of the phone to your desktop computer. Please remember to change your directory information.

## **Computers**

Most computers at Boise State will work without incident when you plug them in a new room or building. Individuals are responsible for unplugging their computers and peripheral devices prior to a move. FO&M will physically move computers along with the furniture if you have scheduled with them to move your office. You can reconnect the cables and plugs to your computer at your new office, or the OIT Help Desk will be happy to assist you. HELP Desk:

<http://oit.boisestate.edu/zone/>

Computers – unplug all power cords and connectors. Label computer and monitor, do not box, these will be moved individually. Put all cords, mouse, keyboard, loose items in a box. Label the box "Computer Items" and mark the Room #, so you can find the items easily to get the computer back together.

## **Printers**

Network printers require unique IP numbers, moving a networked printer must be coordinated through the Help Desk. <http://oit.boisestate.edu/zone/>

## **Copiers (Photocopiers)**

Some copiers are attached to the network and will need to be treated like a network printer. Some copiers are on lease contracts and you will need to contact the vendor for removal/ installation in at a new site.

## **Fax Machines**

Fax machines use analog phone lines. Analog lines changes require a physical move of the service. If you are moving a fax machine, please submit a work order request to the Help Desk, <http://oit.boisestate.edu/zone/>.

## **Directory Information**

It is the responsibly of each individual to change directory information. Directory information is tied to your phone, provided via online directory queries, and listed in other University print and electronic directory information resources (<http://oit.boisestate.edu/phones/directory-services-911-listings/> ). Updating this information is important because 911 data sent to emergency

operators must be current with your new location, should you ever need call 911 from your phone.

### **Mail**

OIT Business Services will manage updating the information the State of Idaho Mail Services Office uses to deliver your mail. Please contact OIT Business Services [\(208\) 426-1433](tel:2084261433), or [oit\\_business@boisestate.edu](mailto:oit_business@boisestate.edu) with specific information, such as: (Department Moving, Date of Move, Moving from Location, Moving to Location, Names of Employees Moving, Taking Existing Mail Stop to New Location, if the Mail Stop Remains at Old Location and you Need a New Mail Stop).

### **Parking**

You will need to contact Transportation and Parking for any special parking needs and for information on available parking at your new site. <http://transportation.boisestate.edu/>

### **Printing & Graphics**

You should contact Printing & Graphics in advance of your move to have business cards and letterhead printed.

### **Contents Insurance**

Risk Management & Insurance (RM&I) must report contents/equipment location changes for insurance purposes. Once the office move is complete, notify RM&I of the "Total Contents Value" of any contents that have been relocated from the "old" to the "new" office location, the Building Name, and the "Total Value" of any "New" contents purchased for the new office location. Notify/Contact RM&I at 426-5955 or via email: [kristimurphy@boisestate.edu](mailto:kristimurphy@boisestate.edu).

### **Inventory Control**

Once the office move is complete, notify Inventory Control of any fixed assets that have been relocated from the "old" to the "new" office location, the Building Name, and the "Total Value" of any new assets purchased for the new office location. Contact Pat Shelton at 426-2358 or via email at [pshelton@boisestate.edu](mailto:pshelton@boisestate.edu).

### **Contacts:**

FO&M iServiceDesk at <http://webtma.boisestate.edu:82/>

Directory information changes are submitted online at <http://oit.boisestate.edu/phones/directory-services-911-listings/>

Contact the Help Desk by phone at 426-HELP (4357), by email at [helpdesk@boisestate.edu](mailto:helpdesk@boisestate.edu), or use Help Desk Self Service online at <http://oit.boisestate.edu/zone/>

Surplus or Salvage Forms are online at <https://vpfa.boisestate.edu/process/uformsdocs/reqdisp.pdf>