

## Relocation Check List for Scheduling Services

Please review the Auburn University Moving Guidelines for more in depth directions for planning your move. In order to be well prepared for your move, please reference the following check list for scheduling services necessary for departmental relocations:

- ✓ Notify [Access Control](#) for obtaining keys and swipe card access to your areas.
- ✓ Notify [OIT](#) and schedule transfer of phones, computers, and audio visual equipment.
- ✓ Notify [Waste Reduction and Recycling Department](#) for additional trash receptacles; recycle bins, shredding, and disposal of confidential/sensitive documents.
- ✓ Notify [Mail Services](#) for services specific to your relocation.
- ✓ Notify and schedule the move of all contracted machinery or equipment with your servicing dealer.
- ✓ Financial Representative reports furnishings and equipment *relocated in your move* to [Property Services](#) via AU Property Transfer System.
- ✓ Financial Representative reports furnishings and equipment *sent to* [Property Surplus](#) via AU Property Transfer System.
- ✓ Financial Representative reports furnishings and equipment *transferred to another department* to [Property Services](#) via AU Property Transfer System.
- ✓ If moving a lab or lab materials that are hazardous/non-hazardous, contact [Risk Management and Safety](#) for assistance with transporting or disposing of materials.
- ✓ Notify clients, students, and patrons of your relocation via notification preferences such as email, flyers, and/or AU Daily.

### TIPS:

- Thorough and early planning results in an organized move that is more cost effective and makes for a less frustrating transition to your new space.
- Scheduling, planning, and executing a move usually takes more effort and lead time than what is expected.
- For complete instructions on AU Property Transfer System, [click here](#) for instructions.
- **For scheduling of services, the earlier you notify the servicing department, the better. Most services request at least a 2-4 week notice, if possible.**