Office Moving Checklist

The Physical Plant provides movers at your request. You may also need outlets relocated, the new space cleaned, data lines activated, etc.

Here’s a “tickler” list of additional services you might need as you move.

**Movers**

AiM work order code “MOVING”

Note: if your items are being moved to surplus, please visit [http://materials.appstate.edu/warehouse](http://materials.appstate.edu/warehouse) and print the “Moveable Equipment Form.” Interoffice mail the Moveable Equipment form to: “Central Warehouse, State Farm Road” prior to your move date.

**Signage**

AiM work order code “INTERIOR SIGN”

**Telephone lines**

AiM work order code “PHONES” “CENTREX NEW”

**Data lines (relocate)**

AiM work order code “TELECOM” to install or relocate an outlet.

**Data lines (activate)**

The Physical Plant does not activate data lines. IT Services will assist you. Click [http://support.appstate.edu/](http://support.appstate.edu/) and “Enter a Support Request” on the left side of webpage.

Additional tech help is available by calling 6266.

**Cable outlet**

AiM work order code “CABLE TV”

**Power outlet moved**

AiM work order code “ELECTRICAL”

**Keying/locks**

AiM work order “LOCKS/KEYS”

**Cleaning**

AiM work order code “CLEANING”

**Painting**

AiM work order code “PAINTING” and/or “WALL TREATMENT ADVICE”

**New Carpet**

AiM work order code “FLOORING ADVICE”

**Ergonomic Advice**

AiM work order code “ERGO ADVICE”

**Copier Machine**

Your copier machine may need an active data port to operate. Prior to your move, please check with IT Services. Click here to submit a Tech Excel request. [http://support.appstate.edu/](http://support.appstate.edu/)

Additional tech help is available by calling 6266.