

SUNY Cortland Departmental Relocation Procedure

As soon as you know your approximate move date, your department should:

- Contact **Central Stores (Duplicating Center)** for:
 - Boxes, labels, shipping tape, packing material, and markers. If you need more than the amount that Central Stores provides, let them know and they will replenish your supplies.
 - Submit an online request found on the Duplicating Center web page 'Central Stores Moving Supplies Request'.
https://sunycortland.formstack.com/forms/central_stores_moving_supplies_order
 - Once you are packed, submit a work request to FOS found at 'myRedDragon'; 'Faculty/Staff'; then on the right-hand side under 'Important Links', under 'Facilities Operations and Services; the first bullet is 'Submit a Work Request' requesting assistance with your move. Be as specific as possible. The campus movers will need to review the items you would like moved and will work with you regarding an actual move date.
 - Signage:
 - If you need new signage, submit an Office Identification Signage request to the Marketing Office
https://sunycortland.formstack.com/forms/signage_request_form
- Contact **Facilities Operation and Services (FOS)** for:
 - Submit an online work request found at 'myRedDragon'; 'Faculty/Staff'; then on the right-hand side under 'Important Links', under 'Facilities Operations and Services; the first bullet is 'Submit a Work Request'
 - Once you are packed, submit another work request to FOS (see above) requesting assistance with your move. Be as specific as possible. The campus movers will need to review the items you would like moved and will work with you regarding an actual move date.
 - Key Access:

- Submit an online key request found at 'myRedDragon'; 'Faculty/Staff'; then on the right-hand side under 'Important Links', under 'Facilities Operations and Services; the second bullet 'Submit a Key Request'
- Contact **Campus Technology Services (CTS) and Networking & Telecommunication** for:
 - Relocation of computer equipment, printers/multi-function devices and telephone equipment.
 - Enter this link in your browser: [Service - Equipment Move \(teamdynamix.com\)](http://teamdynamix.com) and complete the form as directed. (You can also go to 'myRedDragon,' click on "Tech Help" under the logo, then do a search for "equipment move.")
 - **DO NOT** disconnect your computers, monitors, etc. It is easier for CTS if they take care of all of that for you.
 - Phones are moved at the same time as computers.
 - Please be aware if you have desktop stand-up desks that need to be moved, you will need to coordinate closely with the movers and CTS staff to ensure that the desks are in place when the computers are moved.

Be prepared to move by the move date!

****IMPORTANT****

- Personally owned equipment and belongings (plants, wall hangings, etc.) must be moved by you!
- Anything attached to the walls that you wish to take with you must be removed from the wall and properly labeled. Use masking tape labels in obvious locations identifying owner and new location with specific room number.
- Pack all fragile/valuable items with newspaper and mark 'fragile' on the side of the box. It is recommended that you move valuable items yourself. The campus movers are not responsible for any damage.
- Label **all** furniture, equipment and items that cannot be boxed. Use two masking tape labels in obvious locations. The label should identify owner and new location with specific room number for furniture to be moved. Label all unwanted furniture with SURPLUS.

- Use broad stroke, black marker to print your name clearly: LAST NAME, FIRST NAME, new building and/or room number. **Use one inch or larger lettering on one end and one side of each box.** This is very important to ensure accuracy in moving the boxes to the correct location.
- Pack all items on wall shelving, bookcases, and tables. Clear desktops, remove and unpack drawer contents. Empty all desks, bookcases, and storage cabinets to reduce the weight.
- Box all loose items, such as papers, books, pens, pencils in an 18"x18" box (or smaller) keeping the weight of each box at 35 pounds or less.
- Empty and pack contents of all file cabinets. **Review and throw out unwanted files and paper prior to packing to avoid moving heavy unwanted paper or files.**
- Securely pack all electronic equipment—**not your SUNY-issued computer**—in boxes. The campus movers are not responsible for damage.
- Equipment requiring special handling should be brought to the mover's attention.
- Pack boxes and tape the top and bottom shut; securely seal all boxes with clear shipping tape. Do not interlock box flaps or pack boxes until they bulge. Pack paper items first to absorb shock. Partially filled boxes should be stuffed with papers to avoid collapsing. Small items (paper clips, rubber bands, etc.) should be placed in envelopes and sealed before placing in boxes. Packed boxes should not be stacked more than five feet high.
- Filing cabinets should be numbered one through the end number as they will be installed left to right.

You must provide a simple sketch of a preferred furniture layout at your new location. The sketch should be attached to the top of your desk with masking tape; otherwise, you must be present during your scheduled move. A reasonable effort will be made to accommodate the layout you prefer, unless physical, electrical or data restrictions make it prohibitive.

Campus notification of your move

Your department is responsible for communicating with the campus community regarding your department's relocation.

1. Inform the Human Resources Office (hr@cortland.edu) of the new location.

2. Send a campus-wide email to communicate the relocation.
3. Contact the Marketing Office (marketing@cortland.edu) to ensure that the new location appears on the university website and in publications.
4. Contact The Help Center (<https://www2.cortland.edu/offices/the-help-center/>) to change the office/department location if it appears in myRedDragon.
5. Order new stationery and business cards with the new location.
6. Have staff update their email signature and online directory listing in myRedDragon to reflect the new location.