

---

## MOVING INSTRUCTIONS

Please submit your move request to [dispatch@ualberta.ca](mailto:dispatch@ualberta.ca). If you have any questions prior to making your request, you can contact the Distribution Services Dispatch office at 492-4122.

Please submit your request at least **5 business days** in advance. If there is a specific date range or time that the move must be completed within, please note that in your request and we will do our best to accommodate.

For smaller moves, **a brief description of what you need done, contact name and phone number** and your **department speed code** will be sufficient information. For larger moves, please follow the guidelines below:

1. Key personnel should be assigned to the move. These key personnel should be at the work site for the entire duration of the move. They should be able to instruct the Movers accordingly.
2. Any packing boxes and materials, including bookcases, can be supplied by Distribution Operations.
3. Desks must be emptied, contents boxed.
4. Regular, Front-Opening File Cabinets will be moved full. The “*file block*” at the rear of each file drawer should be drawn forward as tightly as possible to hold the contents firmly in place. Do not leave breakables in the file drawers; drawers should be taped shut. Lock the file cabinet and remove the key.
5. Lateral File Cabinets - only the bottom two-drawers on these cabinets can remain full for the move. All other drawers, contents must be packed.
6. Bookcases should be emptied, contents boxed.
7. Storage Cabinets should be emptied, contents boxed and doors taped shut.
8. Fragile Items; such as telephones and calculators should be packed and left on the desk with labels indicating that careful handling is needed.
9. Pictures are not to be packed but must be taken down, and left on the desk. If bulletin boards are to be moved that must be noted in the request. The mover will remove them from the walls at origin but will not affix onto the walls at the destination. Facilities Management is responsible for any wall mounts that need to be performed.
10. Packing boxes
  - a. Breakables such as ink, glue, etc. should be wrapped in paper before packing in cartons.
  - b. Small items such as paper clips, pins, etc. should be placed in an envelope.
  - c. Cartons should be packed to the top but not overfilled. They should be taped on the top and bottom. If they are quite heavy the bottom should be double taped. Labels should clearly indicate the destination.
11. Personal Items are not covered by insurance during move. Therefore, it is strongly advised that you take them home for the duration of the move.
12. Computer and Other Electronic Equipment is to be disconnected by the department. The movers will not disconnect or reconnect any equipment of this nature. These arrangements should be made prior to the move. (Disconnecting and reconnecting is time

consuming and appropriate time needs to be scheduled for this.) Keyboards and mice should be packaged or boxed.

13. Biohazardous or Radioactive Equipment: These items must have a signed [decontamination form](#) from Environmental Health and Safety attached prior to handling by movers. **These forms are available in the forms cabinet on the Environmental Health and Safety website.**
14. Dangerous Goods Transportation Regulations must be adhered to for the movement of Dangerous Goods.
15. All Dangerous Goods must be packed and labeled with the appropriate stickers.
16. Any queries or problems should be addressed to the movers during the move or contact Distribution Operations at 492-4122.

**Report all damage of goods, or materials missing to your moving contractor immediately after the move. You have only 48 hours to report these problems. This should be reported to Distribution Operations at 492-4122 or 492-5133.**