



It's time to start thinking and planning for your move. Start looking at everything in your space and take the opportunity to purge items you no longer need.

Frequently Asked Questions:

Who packs and unpacks my office?

You are responsible for packing and unpacking your office contents such as books, binders, desk contents, and other smaller items into move boxes/carts provided by NCS. NCS will provide the physical relocation of the packed boxes/carts to the new location. If you need assistance with packing due to any physical limitations please communicate with your move coordinator. NCS can support packing and unpacking based on need.

When will I receive my packing materials and equipment?

NCS will deliver the required packing materials and equipment to your department at least 4 weeks prior to your scheduled move date/time.

How are you going to move a whole department in such a short period of time?

With your help! It is imperative that each department understands their role in the move process. This will allow us to stay on schedule.

I will be working in my office right up to the moment of my scheduled move time. How can I possibly be ready for when the move company arrives to move my office?

Plan to pack your office and only keep essential items out to continue working.

Do I need to be in my office/space when the move is happening?

NCS will work with your department manager to establish designated Move Liaisons. This role includes the following:

The designated "Sending" Liaison needs to be present when NCS arrives to assist in identifying which items are being moved to the new site.

The designated "Receiving" Liaison needs to present at the new site to assist NCS with the correct placement of contents entering your new space.

What do I do with personal items that do not belong to the university?

We recommend that you take all personal items home with you prior to the move date.

Are there any items that NCS Moving Services will not move due to policy or safety reasons?

Yes, NCS Moving Services will not move items such as:

Bio hazardous materials

All potentially harmful agents that may pose a risk to the staff, NCS personnel, and/or their environment.

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