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## SSU Move Instructions

It is almost Move Time. Start looking at everything in your space and take the opportunity to purge items you no longer need.

1. **Contact:** Your Move Coordinator will serve as a primary contact, and be a decision maker for the move.
2. **What to pack:** Your Move Coordinator will go over packing instructions.
3. **Valuables:** If you have valuable, small, personal items, (e.g. photos, trinkets, lap-tops, tablets, etc.) you are required to hand carry these items yourself. The movers are not liable for non-university items. If you have any physical limitations and need assistance please inform your move coordinator. NCS will provide assistance.

**How to pack:** Packing should be complete before movers arrive. Your move coordinator will inform you of date and time, prior to actual move date. If you require assistance with packing due to any physical limitations, please inform your move coordinator. NCS will provide assistance.

1. **Labeling:** Move Coordinator will supply you with NCS Labels. All items that need to be moved must be labeled with NCS Labels. Movers will only move items that are labeled. NCS Labels serves as authorization for Movers to touch your items.
2. **Moving:** The movers are instructed to only move labeled items.
3. **Placement:** Place labels on the small side of the rectangular boxes. Do not place labels on top of box.
4. **Numbering:** Complete NCS Label with Floor and Room number of your new location.
5. **Packing a box:** No items should protrude from the top of the box. The lid must close flat. This is important as the boxes will be stacked on top of each other for transportation. If the tops are not flat, items inside may be damaged.
6. **Destination:** For shared office space at the destination, write your initials on the NCS label so you can easily identify your box from the person next to you.
7. **Floorplan:** If you require items to be placed in a specific location within the new destination, use the floorplan provided, and post the floorplan on the wall outside of the room.
8. **Picking up Boxes:** All moving boxes will be in an area designated by your Move Coordinator. You can pick up boxes and take them to your area to pack up your items.
9. **Removing the Boxes:** After the move, when you have unpacked your boxes, you will put the boxes in a room that is designated by your Move Coordinator. The movers will pick up boxes on a specific date, at a scheduled time.
10. **Bookcarts:** Bookcarts will be available during the move.



**Labels**

NCS will provide you with color coded labels. Each department will have their own color label.



**Numbering**

Your Move Coordinator will confirm destination numbers





**Labels**

Shared office space: Initials for easy identification



**Color Coding: Temporary Move, Storage , Permanent Move**

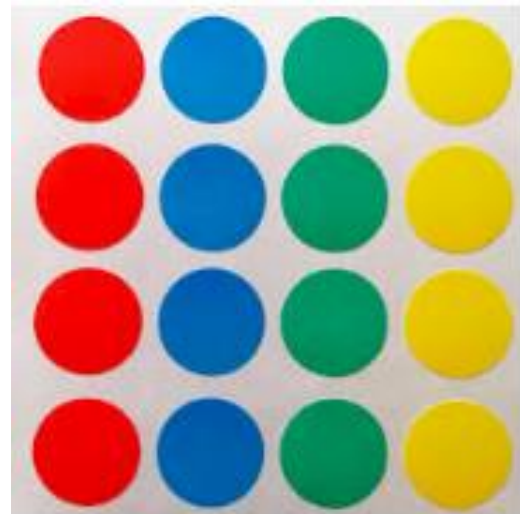
You will receive color coded dots. Label all items that need to move and add dots accordingly in the Piece Section of the label:

**RED DOT:** Items that are being discarded and go to the dumpster.

**BLUE DOT:** Items that are being discarded and can be recycled.

**GREEN DOT:** Temporary Move (You will need these items right away at your new temporary location)

**YELLOW DOT:** Items that cannot fit in your temporary space, but you have received pre-approval for storage. These items will be placed in storage for approximately 2 years and you will be unable to access them until you are moved to your permanent space.





### Packing a box

Lid must close flat. Boxes are stacked for moving. Protruding items may be damaged



### Labels

Only items with NCS Labels are authorized to be moved. Labels should only be placed on the smaller sides of the rectangular boxes, do not place labels on top of the box.



**Book Carts**

Book carts can be used to hold binders, books, computers, monitors, and other items.

**PLEASE LET US KNOW HOW MANY BOOKCARTS YOUR DEPARTMENT CAN ACCOMMODATE AT ONE TIME WITHOUT BLOCKING HALLWAYS**



48"W x 24"D x 48"H

**Speed Pack**

Speed packs are for items too large to fit in a box, for example, bulky items that don't fit in a box: charts, maps, etc.



42"W x 26"D x 30"H

**Machine carts**

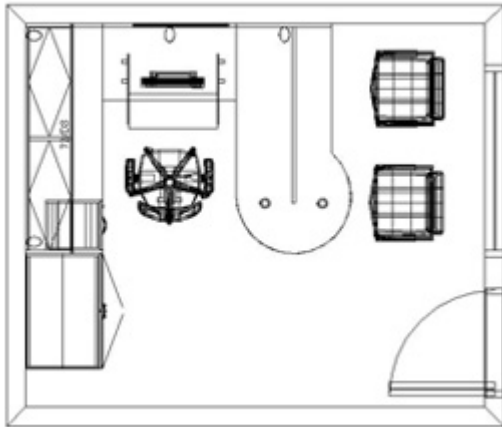
Machine carts are used to move computers and electronics. Once a machine cart is loaded, it will be shrink wrapped. This prevents equipment from moving during transportation.



48"W x 22"D x 53"H

**Floorplan**

If you require your office setup with a specific layout, please use the floorplans provided. This will tell the movers exactly how to place your furniture and items. Tape the plan to the outside of your office.





To the team at Sonoma State University,

We look forward to managing your move. Please feel free to reach out with any questions or specific requests.



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