

CIB individual staff move-in checklist

Save this file to your computer, and check off each item as you complete it. For more details, see the following move-in background information.

Move assessment

- Complete the required move assessment by Monday, June 6:
<https://cib.uits.indiana.edu/Welcome.aspx>

Phone

- If you haven't replaced your phone with a UniCom VoIP phone, schedule an appointment with Jennifer Van Horn (jvh@indiana.edu) or Mark Spencer (maespenc@indiana.edu) to get this done in advance.

Planning your CIB space

- Plan for new file/drawer/desk space (see specs at: <http://go.iu.edu/xl>).

Books/magazines/paper/electronics

(For details, see: <https://www.indiana.edu/~cibinfo/data/cleanup.php>)

- Recycle paper you won't be taking with you, and separate sensitive documents for secure disposal.
- Turn in electronic items you won't be taking with you. Record asset tag numbers on forms provided on the CIB intranet and at most drop-off sites; adhere form before placing at Clear the Clutter e-waste drop-off sites.
- Donate books and magazines that others can use to our planned common library (collection boxes are located next to paper drop-off sites).

Packing

- Get your new CIB floor/wing color and desk number from your supervisor.
- Make sure your packing crate label color matches your CIB floor and wing, and has your name and your desk number.
- Tag electronics you will be leaving behind but need up until the last day at your old location; orange stickers will be available at Clean the Clutter drop-off sites.
- Take home anything that is not moving to the CIB before you leave work the Friday of your move; do not use the moving crates provided to take items home.
- Take home plants temporarily (too fragile for the movers).

Move-out day

- Finish packing before you leave work on Friday; your computer and packed items will move over the weekend.
- Plan on not returning to your old space after you've moved; access to your old building will not be possible after 5:30pm on the day of your move.

Move-in day

- Make sure your computer and phone are working.
- Empty crates and return quickly to pick-up stations on each floor so they can be re-used by others.
- Document anything damaged for later reporting.

Out-of-office on move-out or move-in

- Request a container in advance from you floor rep so you can pack prior to leaving.
- Make container unpacking arrangements with your floor rep and manager so empty crates can be returned.

CIB move-in background information

Move assessment

Contact: bigm@oncourse.iu.edu

- A completed move assessment is required for all staff moving into the CIB.
- The assessment will pose questions such as “Will you be around during the move?” and “Will you need a new monitor?” to get a sense of your individual needs.
- *The submission deadline is Monday, June 6.*

Phone

Contacts: Jennifer Van Horn (jvh@indiana.edu, 6-3883) or Mark Spencer (maespenc@indiana.edu, 5-3098)

- Learn more about UniCom at: <http://unicom.iu.edu>
- All UITs staff must migrate to UniCom Enterprise Voice by August 1.
- Windows users will have a USB phone.
- Mac and Unix users will have an IP phone.
- Place your phone and computer equipment together for the move.
- Each floor will have a few analog phones for emergency purposes.
- All conference rooms and focus booths will have an IP phone.

Planning your CIB space

Contact: Jacob Farmer (jpfarmer@indiana.edu, 6-0186)

- Feel free to personalize your space, but keep it consistent with the new building.
- We will have common refrigerators, microwaves, printers, and coffee pots.
- Desk storage space may be less than what you have in your current workspace – verify the specs in the Clear the Clutter handout at: <http://go.iu.edu/xl>
- Everyone will get a new desk lamp and chair (and you will have the opportunity to choose your chair).

Books/magazines/paper/electronics

Contact: Susan Coleman Morse (colemans@indiana.edu, 5-3760)

- The collection phases and drop-off processes – from collecting reusable publications and handling general recycling to shredding, scanning, and archiving – are described in the handout at: <http://go.iu.edu/xl>
- Be sure to wipe any hard drives for equipment you are recycling – for details, see: <https://www.indiana.edu/~cibinfo/data/cleanup.php#cleanup>
- Use an asset tag for electronics.

Packing

Contact: Your building coordinator; see: <https://kb.iu.edu/data/bawk.html>

- If you don't use it, own it, need it, like it, want it, covet it ... then don't pack it.
- Packing crates will arrive in your current building 4-5 days before your move.
- Don't lift packed crates. Pack it on the floor and stack an empty on top if you have more than one. If you foresee needing more than two, start with a roller underneath the first.
- Make sure your label color matches your CIB floor and wing, and has your name and your desk number.
- Mark any computer hardware and peripherals that is NOT moving with the orange dot stickers.
- If you don't know your CIB floor, wing, or desk number, ask your supervisor.

Move-out day

Contact: Your building coordinator; see <https://kb.iu.edu/data/bawk.html>

- Don't plan to return to the old space after you've moved (the building will be locked).

- New key cards will be distributed to everyone prior to the move.
- Everything needs to be packed in moving crates (not bulging).
- All items need proper color-code labels marked with your name, and your office number.
- Movers will take care of your computer equipment and phone.
- Take your plants with you.
- Bid fond adieu to your old location by 5:30pm and enjoy the weekend!

***Note: If you would like to move your own things before your move date, you can do so any day in August except Saturdays and Mondays – but you need to be completely moved prior to your building’s scheduled move date.*

Move-in day

Contact: bigm@oncourse.iu.edu

- HELPnet will be onsite to help with connecting to printers and other tech set-up issues.
- The Big M Team will have personnel on site to help answer any questions you may have.
- Unpack your crate and return it to the collection point.
- Check all of your packed items to ensure they arrived.
- Make a note of any items damaged in transit, and notify the M Team immediately.
- Make sure everything works, especially your computer and your phone.

Out-of-office on move-out or move-in

Contact: Alan Walsh (alwalsh@indiana.edu, 6-5128)

- Meeting spaces are moving.
- Access cards will change.
- This summer’s “Get to Know the CIB” InfoShare will provide details.

Final notes

- If you have questions, send them to bigm@oncourse.iu.edu.