

Towson University Materiel Management

Office Moving Checklist

- Desks emptied
- Supply cabinets cleared
- File drawers locked or otherwise secured, and compressors tightened
- Wall items removed
- Breakable items properly packed
- Computer and other machines disconnected
- Data backed up**
- Labels placed
- Liquid drained from equipment - toner/ink cartridges removed from printers
- Loose casters, shelf pegs, leg glides, etc. removed and secured with tape or packed
- Desk pads and chair floor pads labeled
- All boxes and furniture labeled and marked
- Condition of furniture and equipment carefully checked
- Notified building coordinators
- Notified TU Mail Services
- Notified Office of Human Resources
- Notified Procurement (for ProCard tracking purposes)
- Notified OTS/Telecommunications (to update campus directories)
- Notified all other vendors and business contacts
- Updated business cards and letterheads