

## **RELOCATION REQUESTS**

### **How To Prepare for Moves**

When submitting a relocation request form, there are some important things to know.

- A. THE WAREHOUSE NEEDS TO RECEIVE YOUR REQUEST AT LEAST TWO WEEKS IN ADVANCE OF THE MOVE REQUEST DEADLINE.**
- B. WAREHOUSE WORKERS ARE NOT PROFESSIONAL MOVERS AND OUR TRUCKS ARE NOT EQUIPPED TO PROVIDE A SMOOTH RIDE. THEREFORE, DAMAGE COULD OCCUR.**
- C. THE WAREHOUSE IS NOT RESPONSIBLE FOR REPLACING ITEMS BROKEN OR DAMAGED IN TRANSIT.**
- D. IF YOU HAVE FRAGILE ITEMS OR ITEMS THAT WOULD BE EXPENSIVE TO REPLACE IF DAMAGED IN TRANSIT, PLEASE CONSIDER HIRING A MOVING COMPANY. THE WAREHOUSE RELOCATIONS ARE A COURTESY PROVIDED FREE OF CHARGE BUT OUR STAFF ARE NOT PROFESSIONAL MOVERS SO SCHOOLS AND DEPARTMENTS MUST UNDERSTAND THE RISK.**
- E. NO HANDMADE OR PERSONAL ITEMS CAN BE RELOCATED**

PLEASE BEAR IN MIND THAT THE WAREHOUSE DEPARTMENT DOES MORE THAN RELOCATIONS.

1. Our first priority is receiving supplies, processing orders and delivering supplies to the schools
2. Our second priority is delivering time sensitive items such as IT equipment, music equipment, Print Shop material, textbooks and testing materials
3. Our third priority is the Relocation Requests. If you are relocating items to WAREHOUSE, please be specific as to whether it goes to:
  - EWASTE of large copy machines, printers, projectors, and active panels or promethean boards that are no longer functioning or obsolete. Any laptop, desktops, iPads, tablets or network equipment must be discussed with IT personnel to be removed properly.
  - SURPLUS for District tagged furniture and basic classroom furniture.
  - TEXTBOOK relocations for Edison Warehouse must be approved by Curriculum and Instruction
  - SPED relocations for Edison Warehouse must be approved by Student Support Services
  - MUSIC relocations for Edison Warehouse must be approved by the Music Dept. Secretary
  - PROGRAM furniture, such as Pre-k or kindergarten items, must be approved by Child and Family Services or that specific program or department.

#### **Before submitting relocations please adhere to the following guidelines**

- **All** desks, cabinets and drawers must be empty
- **NO** broken wooden furniture can be accepted
- Place items to be relocated in areas that can be easily accessed during school hours without interfering with classroom activities.
- **DONATED** items transferred to other locations must be approved by Property Control.

#### **For Department and Program moves** (these are scheduled through Administrative channels):

- We are not authorized to move personal items, only District purchased items

- We don't furnish boxes; you must obtain them from other sources
- **Boxes need to be full with lids so we can stack them on a hand truck**
- **Boxes must be 50 lbs. or less**
- Filing cabinets and drawers need to be empty.
- Staff is responsible for moving their own computer. If that is absolutely not possible then you are responsible for properly packaging the computer, monitor and its parts into a box so it will not get damaged. The Warehouse is NOT responsible for any damage that may occur to computers during transit.
- Furniture such as L-shaped desks or desks with a hutch need to be separated before we can transport it. **PRESS BOARD DESKS SHOULD BE TAKEN COMPLETELY APART** before transport or they will fall apart. Warehouse is not responsible for damages if not taken apart.
- Please measure the area you are moving into in order to determine if what you want moved will actually fit into your new space. (The right justified L shape desk may now need to be a left justified desk and the furniture may not fit through the door or down the hall of the new location).
- Full Department/Program moves may require more that 2-week notice.

**For basic relocations:**

- We schedule based upon date received, priorities, staff constraints and time constraints

**We can only pick up the items listed on the relocation for the following reasons:**

- We try to complete multiple relocations at once that are in the same area
- We try to complete some relocations with our normal delivery routes when possible so space on the truck could be an issue
- We need to know what equipment is needed to safely pick up the items
- We need to know how to determine man power and trucks needed
- We need to determine how much time it will take to complete the project from the time we leave the 9<sup>th</sup> street warehouse, traffic, pick up of items, drop off of items and return to 9<sup>th</sup> street before the end of work day at 3:30
- Remember that all tag numbers need to be reported to Property Control when items are relocated from your school. We will not notate tag numbers for you.

If all items are not listed on the relocation request and we are unable to fit the items on the truck; don't have the right equipment; or we haven't scheduled enough time for the additional items, we may have to reschedule your relocation.

**For major relocations** that involve communication lines and IT equipment lines being moved you must get Capital Projects involved in the move at least 4 to 6 weeks in advance.

We thank you for your support and understanding.

Julie Butler  
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