

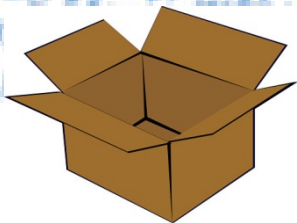
Bentley

University:

Moving Services

Moving Tips

- After move form is submitted, contact your **Move Coordinator** for any changes in the office or department that Facilities/Network Services/Telecommunications or Mail Services need to be aware of. Email changes to ga_office_moving_services@bentley.edu
- **Boxes** - we can provide cardboard boxes from our facility if you contact us (x 2208) at least a week prior to your move.
- **Tape boxes** to prevent papers from falling out.
- **Label boxes** with new location building name and room number.



- **Bookcases** should be completely emptied into containers/boxes and clearly marked. If possible, bookcase shelf pegs should be removed and packed away for safekeeping. Loose bookcase shelves should be counted, labeled and stacked in the bottom shelf of the bookcase unit.



- **Vertical File Cabinets** - We recommend that you remove all items from vertical file cabinets if the move is to another room or area. If the move is just to another location in the same room the files can possibly remain intact (please discuss this with the movers prior to the date of your move).
- **Computer Wires** bundle and arrange in a neat order. Turn off switches and unplug
- **Desk, Credenza and Storage Cabinet** contents must be emptied and boxed; these will be tilted on end for transport.
- **Delicate Material** - Please mark these items as "FRAGILE" to insure special handling, and be sure to advise the move Supervisor of the sensitive nature of these items. Proper labeling and communication is essential for moving these items safely.

- If items are **personal or deemed irreplaceable**, individuals should box and move them themselves.
- If not already done, **phone connections** can be set up by TeleComDeptDL@bentley.edu
- Submit **mail delivery** changes to ga_mail_services@bentley.edu. Include: names, location moving from, location moving to, and mail code.
- **Computer and network** connectivity issues are handled by NetworkServices@ad.bentley.edu



It is our pleasure to assist with your moving needs, please contact moving services at 891.2208 if you have questions regarding your move. To request a move, and/or set-up please fill out the Move Request Form