

# INSTRUCTIONS FOR **THE MOVE**



## MOVE SCHEDULE



## WHAT GOES IN **YELLOW** CRATES?

- ✓ Computer cords and docking station (*that thing all your computer cords connect to*)
- ✓ Computer peripherals (*keyboard, mouse, mousepad, webcam, etc.*)
- ✓ Desk phone and cords
- ✓ Supplies (*pens, staplers, pads, scissors, tape*)
- ✓ Personal items
- ✓ Books, files, materials, and such.
- ✓ Other office items I really want to take.

## HOW TO LABEL CRATES (& other items)?

1. Full Name  
Floor - Office/Area Number - Workstation Number  
*Example: **Terrence Smith**  
**Floor 1 – B133 – Workstation 73***
2. Attach where **yellow** crate says "Place Label Here."

## ON JUNE 12<sup>TH</sup>, MY OFFICE WILL HAVE...

- ✓ Completely cleaned out, empty furniture
- ✓ 3 packed and labeled **yellow** crates
- ✓ Computer monitors (labeled but NOT in crates)

## WHEN DO I SHOW UP AT THE NEW BUILDING?

We will use a **Staggered Move-in Schedule**. Here is when you should plan to arrive. Before that, please work remotely.

June 17th if you are a...	June 18th if your office is...	June 19th if your office is...
Deputy Office Director Team Lead Office Administrator	Adult Education CIO A CISO Communications CTE Educator Services Finance A	Auditing Services CIO B Early Learning Education Choice Educator Effectiveness Fed & State Acct Finance B
	Medicaid Services Standards & Asmt School Facilities School Safety Special Education Transportation Virtual SC	Grants Health & Nutrition Instructional Matls Legal ORDA School Transform Student Support

## CLEANING UP

A quick rundown of what to do with unwanted items.

- **IT items** (monitors, keyboards, headsets, printers, scanners, mice, etc.) Contact the Service Desk.
- **Furniture, refrigerators, shredders.** Empty out, clean, and unplug. State surplus will pick it up. Office Directors will be contacted to coordinate if furniture is not fully cleaned out.
- **Everything else** (supplies, binders (paper removed), desk items, miscellaneous non-furniture items, art, etc.). Take to Room B5. Contact Jenny Padgett or Diane Greene to arrange a time.

## KEYS & PARKING BADGE TURN-IN

For 1401 & 1429 Senate Street locations:

- All *parking hang tags and decals* as well as *building and office keys* should be given to your Office Administrator.
- Office Administrators should bring keys to Room 1205-C in the Rutledge Building. A key lockbox is available to drop off keys. Please contact [privacy.office@ed.sc.gov](mailto:privacy.office@ed.sc.gov) with questions.
- Office Administrators should bring parking hang tags and decals to HR.

## FAQs



**Our office has some hand trucks and rolling carts that we use. Can we bring them to the new building?** Absolutely. Label where you want them to go.



**Can we dress a little more comfortably during the “pack and move” weeks (June 6 – June 19)?** Of course.



**What’s the deal with the monitor arms on the desks in offices in the new building?** For offices, monitor arms are currently mounted to the stationary part of the desk. Starting in July, we will contact each person in offices and determine where they would like their monitor arms to be located.



**What happens to anything left in the building after June 12th?** 1-800-GOTJUNK will take it away.



**Do I need my security badge to get into the new building?** Yes! New badges that work with the new security system are in the works. In the meantime, please keep and wear your current badge.

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