

Move Guidelines

If you have any questions regarding these guidelines or your move in general please contact The LSE's Moves and Logistics Manager Francesca Ruscoe on 020 7852 3789 or f.ruscoe@lse.ac.uk

These guidelines are for your information and action to ensure a smooth and trouble-free move. Please read them carefully.

1. Rubbish

- Relocating brings an opportunity to review your current filing and downsizing ready for your move. Sending filing to archive and recycling will give you more space, as space at the school is a premium quite often this is a essential, assistance can be given in achieving this
- It is your responsibility to ensure that no items are left in your current offices. Every item you wish to take to your new office must be labelled with the new destination
- For further information regarding recycling please visit: <http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/policyObjectives/WasteAndResources/Campus/communalRecyclingStations.aspx>
- If your department would like to archiving offsite the following link will help: <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/desPro.pdf>

2. Crates

- Crates will usually be distributed 7 days before the move along with labels and security ties, should you need them earlier please advise
- Fill to the level so that the lids can close and stack up to three high
- Label crates in accordance with the plan
- Affix labels on the **SIDES** of the crates not on top as when the crates are stacked the label cannot be seen

3. Labelling

Labels should be marked with the room number and the desk or cabinet position as shown on the floor plans. Example:

Position A	Room Number TW1 5.01
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- Anything not labelled correctly (with your destination and desk position) will not be moved
- Please ensure all old labels are removed or covered up on the crates
- Desks are labelled with a letter and storage cabinets with a number

Items that need to be labelled **(Please note this is subject to each move):**

- Crates - **to be secured shut with security tags**
- Cabinets - **If not lockable the drawers are to be secured shut with tape**
- Bookcases
- Pedestals (portable drawers under your desk) **If not lockable the drawers are to be secured shut with tape**
- Chairs
- IT equipment/ Phone equipment
- Televisions
- Large desk lamps or any other item that won't fit into a crate

4. Cabinets

- All filing cabinets/cupboards must be labelled with either your desk number or relevant cabinet number according to the plan
- All contents must be emptied into crates unless otherwise advised

5. Personal Items

- **VALUABLES SHOULD BE TAKEN HOME!**
- Laptops and other electrical equipment should be locked away or stored somewhere safe, this may be that you have to take it home

6. IT/Telephony

- The IT engineers will unplug all IT, printers and phones will be unplugged and packed away by users. This will take place at a pre-arranged time to suit your requirements
- DO NOT pack any IT into your personal crates
- Phones should be packed into your crates if being unplugged by users

7. Post Move

- After your move has taken place The Moves and Logistics Manager will visit you. This will be an opportunity to inform of any issues you would like rectified

Some useful links for after your move:

- Door plate request

<http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/replacementdoorinserts.aspx>

- Extra Keys

http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/serviceRequest_additionalOrReplacementKeys.aspx

- Informing Post Room of your new location email

POSTAL.Enquiries@lse.ac.uk