

MOVEGUIDE



What is Moving

WHAT IS MOVING?

You are encouraged to clean your area and use the opportunity to cull items and material no longer required.

You should be able to move with:

- One workstation crate
- IT equipment
- Any department specific team storage items that have been signed off by your move coordinator and MoveCorp

TAKE HOME

Over the move weekend please take home:

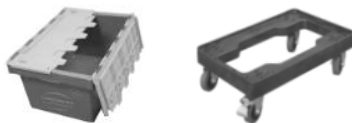
- Your laptop
- All personal technology (mobile phones, tablets etc)
- All personal items i.e shoes, photos, umbrellas etc



Moving Equipment

WHAT DO I PACK MY ITEMS INTO

You will be supplied with x1 workstation crate. You will need to pack this yourself. You will be allocated crates for approved team storage.



TECHNOLOGY

All your technology will be relocating. The removalists will disconnect and reconnect your IT. You are responsible to label all your IT including:

- Monitors
- Mouse / Keyboard
- PC or docking station



TAKE YOUR LAPTOP HOME.
Do not pack ANY IT in your crate.



What to Label?

WHAT TO LABEL

All items moving needs to be labelled. If it's not labelled it won't move.

You should be able to move with:

- 1x workstation crate
- Your IT equipment
- Team Storage crates as approved by MoveCorp

WHAT TO WRITE

Write your name and the workstation or storage number you are moving to.

LABEL COLOR

The color label represents which floor your items will move to:



LEVEL 6



BASEMENT



What time in the move commencing?

WHAT TIME

You will be relocated over the weekend to minimize disruption and downtime.

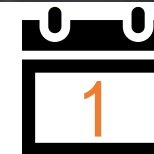
It is important that no staff remain on site once the move commences. Staff onsite during a move can cause delays and may create safety hazards.

You must be packed and ready at:



PRE MOVE SUPPORT

Your Move Coordinator and MoveCorp will be walking the floor on Friday the 31st of August and available to answer any questions you may have.



Day One

POST MOVE SUPPORT

On your first day at 189 O'Riordan Street, the Day 1 support team will be in uniform and easy to identify. They will help with:

- Floor orientation
- Technology issues
- Missing items
- Removal of empty crates

POST MOVE SUPPORT

- When you arrive find your assigned workstations
- Test everything is working including printing
- Unpack your crates into your allocated team storage / personal pedestal
- Stack and leave empty crates in the drop off zones
- Get on with your day