



# MOVEGUIDE

<https://www.movecorpportal.com/ballinacoasthighschool>



## 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 or Two personal crates
- Any department specific team storage items that have been signed off by your move champion and MoveCorp

### TAKE HOME / WHAT IS NOT MOVING?

Over the move period please take home:

- **Your laptop only**
- All personal items i.e. umbrellas, kitchen items, tablets/phones, photos & fragile or sensitive items

### TECHNOLOGY NOTE

All IT and AV relocating will be labelled and managed by the **BCS-6 IT**. Do not remove monitor, keyboard, mice or docks



## Moving Equipment

### WHAT DO I PACK MY ITEMS INTO

There will be crates for you to pack into and skates to place these on if they need moving.

One Allieds crate can be used for your desk and pedestal. A second Allieds crate can be used if you have further items to take with you.



Any staff that will be on leave or unable to unpack in the first week should use a cardboard carton.



### Other Moving Equipment

The removalist will use a variety of other move equipment such as trolleys, cages, etc.



## 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:

- 1 or 2 personal locker crates / cartons

### WHAT TO WRITE

You must write your name, team, desk and room number for your personal items. If you are not sure of your desk number you can leave this off.

### LABEL COLOR

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

**Ground:**



**Level 1:**



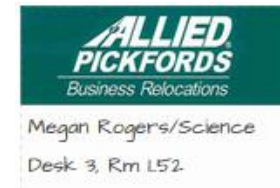
**Level 2:**



## How to Label?

### HOW TO LABEL?

Here is how to label your **personal** crates & items:



Room Number	Zone	School Name	Team
G.13	A	STAFF STUDY	PE
G.68	C	STAFF STUDY	Support
G.89	B	STAFF STUDY	TAS
1.08	A	STAFF STUDY	CAPA
1.52	C	STAFF STUDY	Science/English
1.63	B	STAFF STUDY	LST/AEO?ATSI
2.3	C	STAFF STUDY 2	Vacant/HTs
2.48	B	L2.8	Maths/HSIE
G.95	B	Front Office	Admin
G.96	B	STUDENT RECEPTION	Admin
G.97	B	ADMINISTRAT ION	Admin
G.99	B	CLINIC 1	Admin
G.100	B	CLINIC 2	Admin
G.104	B	DEPUTY PRINCIPAL	DP Josh
G.105	B	PRINCIPAL	Princ. Greg
G.107	B	DEPUTY PRINCIPAL	DP. Aaron
G.108	B	PRINCIPAL	Princ. Janeen



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## Key Dates

### CRATE DELIVERY

Crates will be delivered on:

**Tuesday 4<sup>th</sup> December**

These are to be used for personal items at your desk

**Crates must not be taken off site and if they are, they will be tracked & charged**

### LABEL DELIVERY

The labels will be available for collection from Greg Armstrong's office.

**Wednesday 5<sup>th</sup> December**

### DEMOUNTABLE CLOSE/ DESK PACK UP

Your desks must be packed and demountables cleared up by:

**COB Tuesday 11<sup>th</sup> December**

### MOVE PACKING & PREPARATION

Packing by the removalist will occur :

**9am Wednesday 12<sup>th</sup> December**

**4pm Wednesday 19<sup>th</sup> December**



## SUPPORT & DAY ONE

### PRE MOVE SUPPORT

MoveCorp will be floor/area walking on the day of the pack and preparation and will be available to assist with any questions you may have. Instructions on labelling for packing by Allieds has been given to HTs.

### DAY ONE

- Find your room and workstation
- Test everything is working including printing
- Unpack your crates into your allocated desk pedestal and hutch
- Orientate yourself with the site and layout
- Stack and leave empty crates in the drop off zones
- Get on with your day

### POST MOVE SUPPORT

MoveCorp and Allieds Plokkfords will be identifiable in uniforms to assist with any relocation questions you have. This can include:

- Floor orientation including rooms / team storage
- Misplaced crates or items
- Missing equipment or resources



## Moving Checklist

### ANSWER THESE BEFORE LEAVING

- I have packed, cleared and left clean my desk
- I have completed packing and labelled my crate correctly
- My hutch is clearly labelled if moving
- I have checked my drawers, and cupboards to ensure they are empty
- I have left any keys for lockable storage areas, lockers and units in the locks
- I have removed my items from communal fridges, including food and Tupperware
- I have cleared my desk of any dishes and rubbish
- I am taking my laptop and first day documents home
- I have taken home my personal items home including my photos, shoes and umbrellas
- Archiving has been completed
- I have not removed or disconnect any monitors, docks, or standard keyboard/mice or phones