



# MOVEGUIDE

<https://www.movecorpportal.com/frnsw-training-academy>



## 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 locker crates or cardboard carton
- Uniform locker bag
- Any department specific team storage items that have been signed off by your move coordinator and MoveCorp

### TAKE HOME / WHAT IS NOT MOVING?

Over the move weekend please take home:

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



### TECHNOLOGY NOTE

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



## Moving Equipment

### WHAT DO I PACK MY ITEMS INTO

There is a mix of crates and bags to use for this relocation.

### PERSONAL LOCKER – Office Building

One to Two Allieds crates can be used for your locker if you are going to be @ Orchard Hills Week 1 to unpack.



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



### UNIFORM Locker – Office Building

Uniform lockers are to use FRNSW clear bags or personal uniform bags.



Do NOT use crates.



## 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
- Uniform locker bags
- Team Storage crates as approved by MoveCorp

### WHAT TO WRITE

You must write your name and FRNSW service number for lockers and team cabinet number for team storage.

### LABEL COLOR

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

GR Office building:



L1 Office Building:



Warehouse:



## How to Label?

### HOW TO LABEL?

Here is the way label your **personal** locker:



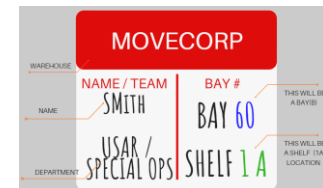
This is how to label your **team** storage:



This is how to label **uniform** locker:



This is how to label for the **warehouse**:





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## Key Dates

### CRATE DELIVERY

Crates will be delivered on:

**Tuesday 21<sup>st</sup> November**

These are to be used for Team Storage and personal locker (NOT uniform locker).

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

### LABEL DELIVERY

The labels will be in the Mess for collection.

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

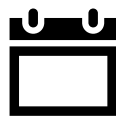
### MOVE PICK UP / COLLECTION

You must be packed (including uniform lockers) and ready by:

**3pm Friday 07<sup>th</sup> December**

This will include:

- Locker crates
- PPC Bags
- 2 x washing machine, 3 x Dryers
- 3 door props



## Day ONE

### PRE MOVE SUPPORT

Your move champion and MoveCorp will be floor walking on the day of the move and will be available to assist with any questions you may have.

### DAY ONE

- Find a workstation
- Test everything is working including printing
- Unpack your crates into your allocated team storage
- Visit the Lecture Room to sign for your locker keys and collect your crates
- Collect and unload your uniform bag into your locker
- Stack and leave empty crates in the drop off zones
- Get on with your day

### POST MOVE SUPPORT

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

- Floor orientation including lockers / team storage
- Misplaced crates or items



## Moving Checklist

### ANSWER THESE BEFORE LEAVING

- I have packed, cleared and left clean my desk by 3:00pm 7<sup>th</sup> December
- I have completed packing and labelled my crate correctly
- My uniform locker bag (personal or clear) is clearly labelled
- I have checked my lockers, 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 crockery, umbrellas, personally valuable items
- Archiving has been completed
- I have not removed or disconnect any monitors, docks, or standard keyboard/mice or phones