



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, cartons 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:



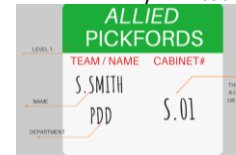
How to Label?

HOW TO LABEL?

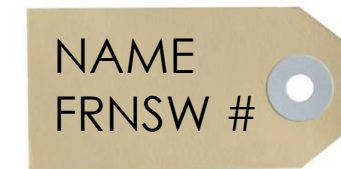
Here is the way label your **personal** locker:



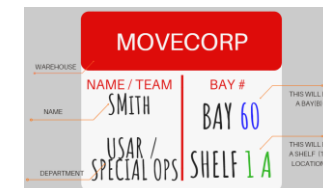
This is how to label your **team** storage:



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 21st 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.

Friday 23rd November

DEMOUNTABLE CLOSE / DESK PACK UP

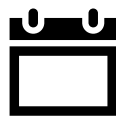
You desks and personal lockers must be packed up by:

COB Monday 03rd December

MOVE PICK UP / COLLECTION

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

4pm Friday 07th December



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 (demountable 03rd 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 (ABW & changeroom), 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