



## **Tulsa Public Schools - Move Procedure**

### **1. Purpose**

This document provides instructions to Tulsa Public School (TPS) employees who are moving into another facility / school.

### **2. Scope**

This procedure applies to TPS employees and contractors.

### **3. Designate Department Coordinator (DC)**

Before move procedures are initiated, each department must assign a DC. In most instances, the DC is the principal, director, deputy director, or their designee. The DC's responsibilities include:

1. The distribution of floor plans and the assignment of classrooms and / or office spaces.
2. Collecting, reviewing, and forwarding the "TPS Borrowing Agreement" form and the ID Badges.
3. Assure that all employees have secured a space to park their vehicle.
4. The distribution of ID badges.
5. Assure that all packing is performed correctly and on time.
6. Assure that each employee's work station is clear after everything is packed.
7. Assist, as necessary, with the resolution of post-move issues in the facility / school, such as missing assets. (Note: Sue Ann Bell will be the Point of Contact [POC] for DCs and will help resolve issues and answer questions. Sue Ann can be contacted at [bellsu@tulaschools.org](mailto:bellsu@tulaschools.org).)
8. Assure all issues and concerns listed on the white board located in the main office are collected and distributed to the responsible departments to address.
9. Assure all moving boxes are returned to a pre-determined location within five business days of move and turn in a work order for maintenance to pick them up from that location.

### **4. Move Information**

The following information is provided to ensure the safe and efficient relocation of TPS furnishings and equipment. If you have any questions after reviewing this information, please contact your DC.

To view the move dates of the various schools / programs relocating access the TPS Sharepoint link and select the "Updated Moving Schedule for PSH 2015" option. Please note that the schedule could change at anytime without notice, so be sure to check for updates.

[http://www.tulaschools.org/4\\_About\\_District/project\\_schoolhouse\\_2015.asp](http://www.tulaschools.org/4_About_District/project_schoolhouse_2015.asp)

(Note: The moving of items to a location other than the facility / school is not governed by the guidelines provided in this document. For information concerning moving items to other locations, please contact Sue Ann Bell.)



## Policy and Procedure Revised 05/05/2015

### A. Preparation

1. Check with your DC for details concerning your move, including the move date, the floor you will be moving to and the room number where you will be located.
2. Complete the "TPS Borrowing Agreement" form if you are checking out a district owned asset for the summer.
3. Complete the form entirely and forward to your asset manager to complete the check-out in FACET after your Principal has approved.
4. Dispose of all trash and outdated, obsolete material in the large roll-off trash container before packing for your new location.

### B. ID Badges

If you do not currently possess a TPS photo ID Badge, you must obtain one as soon as possible. All employees and contractors are required to obtain and wear an ID Badge at all times in the facility / school.

- Request a TPS photo ID Badge from the IT Service Desk ([servicedesk@tulsaschools.org](mailto:servicedesk@tulsaschools.org)).

### C. Pre-Move Procedures

Maintenance will help determine how many boxes are needed to move general filing and bookcases. These boxes will be provided to the DCs, who will ensure they are packed, labeled, and ready on the move day.

#### What do I pack?

All personnel are responsible for packing their own non-computer-related items (except phone). These items include:

- Any non-computer items must be packed.
- Furniture contents (desk, filing cabinets, etc.).
- Do not pack your phone.
- Large plastic bags will be provided by the DCs for packing computer items such as mice, keyboards, cables, etc. Do not pack this bag (see Labels section below).
- Items too large to box. These items should be labeled. Unlabeled items will not be moved.
- Please do not over-pack the moving boxes; be certain that the tops of the box can close. It is critical to the moving process that the boxes close properly for stacking and shipment.
- TPS artwork will be moved by authorized personnel only.
- Employees are to be completely packed by 5 pm of the specified move date.
- You are strongly advised to take all personal items home and bring them when you report to the new office. This includes aquariums and other live animals.

#### Labels

Proper labeling of all your belongings is one of the most important aspects of your office relocation. If your items are not labeled properly, they may be misplaced. Your DC will provide you with labels



## **Policy and Procedure Revised 05/05/2015**

that will be used to help the movers coordinate the placement of items in the facility / school. (Note: Please do not write or mark on the moving boxes provided.) Please fill the labels out completely.

- Current School Name
- Teachers Name
- Current Room Number
- New School Name
- New Room Number
- Phone Number and / or Email Address
- Special Instructions

**Personal items will not be moved by the district.**

### **Placement of Labels**

1. Place labels on all computers and all computer peripherals (monitors, fax machines, etc.) Do not place labels on the face of the monitor.
2. Place a label on the large plastic bag that will hold the computer equipment (mouse, keyboard, cables, etc.)
3. Label boxes on either end, but do not place labels on the side and never on the top.
4. To avoid waste, please mark and use labels as needed. Please return unused labels to your DC.

### **Records / Files**

Student records/files should follow the students. If you have any questions contact Kris Serna ([sernakr@tulsaschools.org](mailto:sernakr@tulsaschools.org)). Employee files should follow the employees. If you have any questions contact Michelle Trout ([troutmi@tulsaschools.org](mailto:troutmi@tulsaschools.org)).

### **D. Vacating Premises**

Please refer to the following checklist as you vacate your prior location:

1. Please leave your telephone connected.
2. Please leave your computers connected and turned off.
3. Place labeled boxes on the floor with labels visible (do not place boxes on furniture).
4. Be certain that you have received your new facility / school access card.
5. After you've removed all belongings from your old desk, place the keys for furniture (desk, credenza, file cabinets) in the top drawer of the desk. Office keys must be turned in to your DC.
6. Be sure your work area has been cleaned out, including trash, files, binders, appliances, etc.

### **E. The Move**

1. Do not visit your new facility / school until you have been instructed to report to your new office.
2. Upon your arrival to the facility / school, unpack all your moving boxes.
3. All company property must be relocated by the movers. Do not remove any company files, books, etc. from company property.
4. Each DC is responsible for identifying and packing any remaining common departmental areas such as: Storage cabinets break room items, conference room items, printer area supplies, etc.



## **Policy and Procedure Revised 05/05/2015**

5. Personal items should be taken home. Employees can return them to their new office after setup is established.

### **5. Post Move Procedures**

#### **A. In Your New Office**

When you arrive at your new location, be certain to take inventory of the items present in your office space. Verify that all of your computer equipment and items were moved to the correct location and that all of your boxes have arrived. Report any missing items to your DC or log on the white board located in the main office.

Upon arrival to your new office, be certain to verify that your computer and phone operate properly.

Peel off the labels from the boxes and place the labels in the trash. After the boxes have been unpacked, collapse the boxes and return them to the area identified by your DC within five (5) business days of move. The moving boxes will be used by other personnel in the future, so please be careful not to damage the boxes.

A white board will be located in the main office. If you encounter a problem resulting from the move, use the board to log your issues or concerns. Your DC will collect and communicate these issues to the appropriate departments.

#### **B. Phone and Fax**

Your phone number at the facility / school should remain the same as your current phone number. If not, notify your DC. Your DC will provide the new fax number(s) for your group.

#### **C. Mail**

Each group must appoint a designated individual to oversee mail, both USPS and interoffice mail. After this person has been appointed, he/she must compile a list of all the employees located at the facility / school. The appointee must then email the list to the mail room ([mailroom@tulaschools.org](mailto:mailroom@tulaschools.org)).

In the event that an entire building is vacated, the appointee should indicate the scheduled date that the building will be vacant in order for the mail room staff to place a formal address change for the building.

#### **D. Multi-Function Device (MFD) – Scan, Copy, Fax, Print**

Each user will map their own MFDs using the mapping instructions on the Managed Print Services website:

[http://tulaschools.org/8\\_Employees/print\\_services.asp](http://tulaschools.org/8_Employees/print_services.asp).

If you have issues, report this to the DC or log on the white board located in the main office.



**Policy and Procedure**  
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**E. Problems and Issues**

On the first day, you are requested to record all computer and / or phone-related issues on the white board located in the main office for the IT support team to address. After the first day, contact the IT Service Desk ([servicedesk@tulsaschools.org](mailto:servicedesk@tulsaschools.org)) for problems or issues that may arise.