

## Sabin-Reed

### Programming Room Changes

#### Moving Out Procedures

- All contents within rooms will need to be boxed by faculty by the “Move Out” date. This includes but is not limited to:
  - Books
  - Paperwork
  - Folders
  - All desktop materials
  - All materials/papers/books/etc. within all drawers of desks
  - All material/papers/books/etc. on top of all countertops
  - All material/paper/books/etc. inside of cabinet drawers and storage spaces
  - Glassware within labs/research rooms
  - Any and all items that are packable
  
- Obtain boxes & labels through Stock Room
  - Remember to label all boxes properly with the correct room number where the boxes will move to
  
- All posters, artwork, pictures will need to be removed off of all walls and boxed accordingly
  
- All equipment such countertop microscopes, incubators, tabletop centrifuges, etc. should be moved to a central location within the room to be moved by the moving company
  
- Refrigerators & Freezers will need to be emptied the day of the move in order to allow the movers to move these pieces of equipment to their new location
  
- Furniture will be moved by movers
  
- Chemicals will need to be moved by Faculty.
  - Consult with Margaret Rakas for proper chemical moving procedures
  
- At the end of the move there should be no items remaining within the room.
  - If any items remain after the move, these will be considered waste and will be trashed by the custodial group the night of the move out date.