



DEPARTMENT OF  
GENERAL SERVICE

DIVISION OF FACILITIES MGT.

**CONTACT INFORMATION**

Cell Phone..... 240-550-0158

Fax ..... 240-777-6011

Warehouse Fax ..... 301-840-2839

E-mail: James.Sawyer@montgomerycountymd.gov

## Office Relocation Checklist

- Designate one individual to be responsible for planning, coordinating, and communicating with General Services staff during the move process.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Coordinate phone, electric, and cabling hook-ups with the designated move date.

For phones, contact your department/division Telephone Service Administrator (TSA) who is responsible for requesting services.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

For any type of electrical wiring (in partitions, any equipment that can not be unplugged) you can call Facilities Maintenance & Operations at 240-777-7777 and request them to disconnect.

For cabling hook-ups, call your dept. IT person.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- All computers, typewriters, printers, etc., must be unplugged and all cords wrapped. All individual pieces of electronic equipment should be labeled.

Talk with your IT staff about moving your computer equipment. What needs to be done before the move?

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Identify surplus furniture/equipment and notify James Sawyer (James.Sawyer@montgomerycountymd.gov) to request pick-up before move date. Enclose request.

- Dispose of outdated paperwork by sending to the Records Center (301-840-2338) or by recycling. If large amounts of trash accumulate, call Maintenance for a large dumpster. Call Facilities Maintenance Customer Service at 240-777-7777, or talk with your Area Property Manager.

- All desks, bookcases and supply cabinets must be emptied and locked.

- Lateral File Cabinets:

5-drawer: Must empty top 3 drawers & lock or tape closed.

4-drawer: Must empty top 2 drawers & lock or tape closed.

3-drawer: Will move full. Must lock or tape closed.

2-drawer: Will move full. Must lock or tape closed.

- Vertical File Cabinets:

4-drawer: Will move full. Must lock or tape closed.

2-drawer: Will move full. Must lock or tape closed.

- All items must be packed in boxes with lids. If you have unusual size items, bins or bookcarts may be available for use.

Packing boxes can be purchased by contacting: James.Sawyer@montgomerycountymd.gov

- All bookcases with removable shelves must have the shelves removed, and each shelf labeled. Shelf clips should be placed in an envelope and taped to the inside bottom shelf or hand carried to the new location.

- All desks (executive and secretarial "L's"), bookcases, file cabinets, supply cabinets, and boxes should be labeled with names and room number if possible. Labels on boxes should be placed on the handle side below the handle slot.

- All refrigerators should be emptied and unplugged in advance of the move date to allow for drainage and condensation.

- The department representative should make arrangements with the copy machine vendor to move the copier to coincide with the move date.

- All personal items, i.e., plants, radios, pictures, knick knacks, etc., must be moved by staff. Do not move them before the move date because placing items in the new location will hinder the ability of the movers to place furniture.