

# UMB Move Out Check List

Are you planning an office move? Use this checklist for a less stressful and wasteful move out. Planning an office cleanout? Reference the [Cleaning Out Your Space Section](#) for guidance on how to request bulk disposal or divert items from being trashed.

You can also check out UMB Office of Sustainability’s quick guide on [How to Lessen Your Impact During Your Move](#).

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## Moving Using UMB Services

### Planning

#### Create a work order request.

- Use the [UMB Facilities Work Request Portal](#) to schedule your move.
  - Select the “Moving” service under Environmental Services and follow the prompts in the portal to indicate where your current office is, where you are moving (furniture or equipment), what items you need to move, and enter additional information for when you need to move by.

***Note:** Most staff elect to keep their desk chair when moving, so be sure to include that in move request details unless otherwise instructed.*

#### Organize and pack.

- Label any boxes that will be moved with the occupant’s name and new location (building and room number).
- Consider moving fragile items yourself such as pictures, glassware, and lamps.
- Refer to the [Waste Reduction Tips for Packing Section](#) below and the [Cleaning Out Your Space Section](#) for additional waste reduction tips.

### Waste Reduction Tips for Packing

There are several ways to reduce your need to order additional packing boxes or materials. Use the existing UMB resources below before purchasing moving boxes.

#### Re-use existing boxes, if possible.

- Check your building’s cardboard recycling to see if there are any boxes that you can re-use for your move.
- Re-use packing materials from [BIORESCO](#), call ahead to check if they have excess packing supplies like boxes, packing paper, or bubble wrap from shipments. They even have ice packs!
- Post a “wish” request for boxes/packing supplies in the [UMBuy Nothing](#) Microsoft Team.

#### Request reusable red bins via [UMB Facilities Work Request Portal](#).

- Red bins are lidded and stackable. They are approximately 2ft long by 1.5ft wide and 1ft deep. You can fit about 1.5 bankers boxes worth of contents inside.

***Note:** Bins are reserved on a first-come, first-served basis and are not always available due to demand from other moves. Bins are expected to be unpacked within 1 calendar week of your move date so that they can be retrieved and utilized in future moves.*

#### Check out the [Cleaning Out Your Space Section](#) for additional waste reduction tips.

## Moving Using an External Vendor

### Planning

#### Find a vendor for your move.

- Secure cost proposals from several vendors, select the vendor that best meets your needs.
- Submit a request through [Central Administration Support Services](#) to pay vendor.

#### Coordinate with your vendor.

- Work with your vendor to determine which furniture/equipment should be moved and what should stay.

**Note:** Most staff elect to keep their desk chair when moving, so be sure to include that in move request details unless otherwise instructed.

#### Organize and pack.

- Label any boxes that will be moved with the occupant's name and new location (building and room number).
- Consider moving fragile items yourself such as pictures, glassware, lamps.
- Refer to the [Waste Reduction Tips for Packing Section](#) below and the [Cleaning Out Your Space Section](#) for additional waste reduction tips.

### Waste Reduction Tips for Packing

#### Request reusable bins.

- Ask your vendor if they offer reusable moving boxes or moving boxes made from recycled content.

## Cleaning Out Your Space

As you pack your belongings and prepare for your move, you may notice you have excess items that you need to dispose of. Please consider if these items can be re-used or recycled before throwing them in the trash bin.

### Re-Use, Re-Sale, and Donation Options

#### UMBuy Nothing

Post a "gift" in the [UMBuy Nothing](#) Microsoft Team for items that can still be used like binders, clipboards, and other smaller office supply items.

#### Surplus Property Program

Any university-owned property must be disposed of via the [Surplus Property Program](#).

You can choose to try to sell items and receive money from the sale to your department's SOAPF, or if you've found a non-profit organization that accepts donations, you can donate your items through the Surplus Property Program.

## Disposal Options

### Recycling and Trash

Use the [UMB Facilities Work Request Portal](#) to request recycling and trash totes.

Make the request for items that need to be disposed of so as not to inundate regular waste stations of excessive recycling/trash. Example of items that can be thrown away in these bins:

- **Blue Recycling Toters**
  - Paper/Cardboard Recycling: office paper, computer printouts, books, magazines, envelopes, cardboard and paperboard boxes, etc.  
*Break down your cardboard boxes before placing them in your recycling bin. If they're large, place them behind the bin.*
- **Grey Trash Toters**
  - Trash: plastic film, Styrofoam, packing peanuts, bubble wrap, receipts, etc.

**Note:** *If you have excessive non-paper recycling (bottles, cans, rigid plastics, etc.), request recycling bags from EVS by placing a custodial services request. These items should be placed in clear blue plastic bags provided by EVS. These bags may be collected in blue TOTER carts but should only be placed on the very top after finished filling with paper so that staff can easily separate during recycling processing.*

View a list on what items can be recycled on the [Waste and Recycling Page](#).

### **How to Make the Request**

1. Select "Bulk Disposal/Recycling" under the Environmental Services section of the work request portal and follow the prompts.
2. Indicate the quantity of recycling and/or trash toter(s) for the space you are cleaning out under the Additional Details section.

### Shredding

Refer to the [Record Retention Guidelines](#) on length of time to keep records.

Please note that UMB does NOT provide shredding services. You will need to:

Use a third party to dispose of and shred your secured documents, OR

Shred the documents yourself, preferably using a cross-cut method.

- If you use your own shredder, use liners to collect shredded paper, and place full bags to the side of paper/cardboard bins for collection by EVS custodial technicians.

UMB has a contract with The Shredding Company, Inc. Please visit Strategic Sourcing and Acquisition Services' Contract Information and Pricing page for the most up-to-date information on the [Recycling and Document Shredding Contract](#). Shredding vendors can either provide a secured bin for a limited time and then do a one-off pick up or can provide a secured bin that is regularly serviced.

## Hazardous Waste from Labs

**Request [Hazardous Waste Management](#)** via Environmental Health and Safety for biological (special medical), chemical or radioactive waste.

## Other Specialty Recycling

Visit the Office of Sustainability's [Reuse and Specialty Recycling Page](#) for information on how to dispose of items that cannot be recycled via UMB's standard recycling and trash streams.

## Reminders

Leave the space free of trash to make sure the space is move-in ready for the next occupant.

## Moving Other UMB Property

### Computers and Telephone

- Arrange to move your computer(s) with the [Center for Information Technology Services \(CITS\)](#). [Call or submit a helpdesk ticket.](#)
- Take your current telephone with you to your new location.

### Copiers, Water Coolers and Other Leased Equipment

- Arrange move with vendor.

## Notifications

### **Public Safety**

- Arrange for ID card access activation in your new location by submitting a [Building Access Request](#).
- Provide your name, phone extension, and new location to your new building's front desk security.

### **Mail Services**

- Notify and provide your new location to [Mail Services](#).

### **Human Resource Services**

- Update your campus address through [Employee Self-Service](#).
  - Sign into [myUMB](#), find "Self-Service" options, select "My Employee/Affiliate Info", select "Change Title/Location/Essential Employee Designation", and edit the Location and Room # fields before saving.

## Other Considerations

- Order updated stationery, business cards, etc. through [Strategic Factory](#).
  - Request recycled paper content products by [contacting the printer directly](#).
  - Consider a [digital business card](#) that you can update.
- Update your email signature with your new address.
- Check with your Building or Facilities Manager for school-specific guidance.