Instructions for Packing for the Move
Faculty and Staff
Economics Department
Northwestern University
Cleaning out your office

• Large containers for:
  - Books and journals for donation
  - Paper recycling
  - Trash (landfill)
are located near rooms 330 and 3213

• Computer equipment for secure recycling, borrow key from main office and take to room 351 (first on the left as you enter Leverone)

• Shedding of sensitive paper materials, put in a copier paper box and take to room 351. (Note you must keep final exams from past 12 months.)
During the move week

• It is finals week of Winter Quarter

• All undergraduate office hours for the entire week should be held in our current building (applies to both faculty and TAs).

• All graduate classes and in-class final exams should be held as scheduled in 3204 and 3245.

• Copiers move on Thursday. Make sure you copy any exams by Wednesday evening. Hopefully you should be able to scan exams into Crowdmark again by Thursday afternoon (at the very least scan to USB stick).
Moving Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Label Color</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3/13</td>
<td>Blue</td>
<td>Faculty moving to 3200 wing (+Dekel, Manski, Savage) Staff plus main office, except Muir Ferrer and Obuhanich</td>
</tr>
<tr>
<td>Tuesday 3/14</td>
<td>Green</td>
<td>Faculty moving to 3300 wing</td>
</tr>
<tr>
<td>Wednesday 3/15</td>
<td>Red</td>
<td>Faculty moving to 3100 and 3400 wings</td>
</tr>
<tr>
<td>Thursday 3/16</td>
<td>Yellow</td>
<td>All Graduate Students Graduate computer lab Muir Ferrer and Obuhanich Copiers</td>
</tr>
</tbody>
</table>

You do not have to be here on the day of the move. But let Ian Savage know if you will be away for an extended period. Especially if you leave before February 27 and/or return after March 31.
All Economics faculty, staff and students are responsible for packing their own items, files, storage rooms and common areas prior to the relocation.

Deadlines:

If you are moving on Monday, all items must be packed by: EOD Sunday, 3/12/2017
If you are moving on Tuesday, all items must be packed by: EOD Monday, 3/13/2017
If you are moving on Wednesday, all items must be packed by: EOD Tuesday, 3/14/2017
If you are moving on Thursday, all items must be packed by: EOD Wednesday, 3/15/2017

Some packing materials and crates are already here
Main supply of crates, bags, dollies, zip ties, bubble wrap and labels here on Monday February 27
Keys

New Keys

• Metal keys to your new office will (hopefully) be received one week in advance and will be distributed before the move.

• Keys to files or drawers will be found in your new office.

• Access to main office after hours will be by your Wildcard.

Old Keys

• Leave behind keys to any furniture or file cabinets in the locks or in the top drawer of your desk.

• Take your Jacobs office door keys with you (and any keys to main office 302 and your Marlok key), and turn in at our new main office (room 3317) post move by 3/31/2017.
Furniture

- Furniture that has been pre-approved to move (communicated and approved by Gensler, the office design consultants) should be labeled by you and will be relocated by the movers.
- Any furniture not pre-approved and on the movers list will not be moved.
Plants, Personal Items, and Artwork

- Please take home all valuable personal items and plants.
- Personal items or (small) artwork can be placed in the crates, but the movers are not responsible for any damage. There will be bubble wrap available.
- In general you should move all artwork yourself.
- You will have access to both old and new offices from about March 6 to March 31 to move any personal items or artwork yourself. Be aware that offices will be open and vulnerable to theft during the move. This is especially the case for your new office in the week of March 6 (construction is still ongoing). We recommend moving personal stuff after your move date.
Rental Crates & Supplies

• Main supply of rental crates will arrive on February 27th. Please utilize these crates for any items that are moving. In addition to offices and file storage, please remember to pack any public area items that may need to be moved (i.e. lounge, conference rooms, etc.).

• Dollies will also be delivered. Full crates are stacked four high.

• Computer bags, zip ties, bubble wrap and labels will also arrive on February 27th.

• Zip tie closed your crates for security and to avoid spillage (scissors will be available in the new main office).
Crates

• All items that can should be packed in a crate.
• Large and/or unusual items too large to fit into a crate will need to be labeled (i.e. pre-approved furniture, computer monitors, printers, etc.)
• Please use the labels provided to label your crates with the correct color.
• All crates must have the top closed and secured with a zip tie.
• Stack crates no more than four high on a dolly.
How to use Rentacrate

1. PLACING:
   - Set your first tote on the dolly.
   - Roll the tote to the contents to be packed.

3. STACKING
   - Place the second empty tote on top of the first, fitting it snugly between the interlock notches.
   - Pack the second tote as you did the first.
   - Continue the PACK-N-STACK process 3-4 totes high.

2. PACKING:
   - Pack your "stuff" up to the line 1.5" below the top of the tote.
   - Close the lid as shown.
   - Zip tie closed.

4. LABELING
   - Lastly, colored labels will be provided for you to affix to your totes.
   - Move labels should be placed at the end of each tote for easy identification.

KEEP PACKED CRATES IN YOUR OFFICE AND NOT IN A CORRIDOR. DO NOT LIFT OR MOVE HEAVY CONTAINERS.
Label Colors

Blue - Monday

- Please label the crates that are moving on Monday March 13 as shown here. Indicate floor number (3), location (room number), and number of pieces.
- Do not use a different color than blue.
- Place the labels on the end of the crate, not the top, bottom, or sides.

Sample Moving Company Label

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>LOCATION</th>
<th>PIECE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3211</td>
<td>1/6</td>
</tr>
</tbody>
</table>
Label Colors

Green - Tuesday

- Please label the crates that are moving on Tuesday March 14 as shown here. Indicate floor number (3), location (room number), and number of pieces.
- Do not use a different color than green.
- Place the labels on the end of the crate.

Sample Moving Company Label

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>LOCATION</th>
<th>PIECE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3323</td>
<td>1/5</td>
</tr>
</tbody>
</table>
Label Colors

Red - Wednesday

- Please label the crates that are moving on Wednesday March 15 as shown here. Indicate floor number (3), location (room number), and number of pieces.
- Do not use a different color than red.
- Place the labels on the end of the crate.

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>LOCATION</th>
<th>PIECE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3421</td>
<td>1/4</td>
</tr>
</tbody>
</table>
Label Colors

Yellow - Thursday

- Please label the crates that are moving on Thursday March 16 as shown here. Indicate floor number (3), location (room number), and number of pieces.
- Do not use a different color than the one you were given.
- Place the labels on the end of the crate. Graduate students should also write their name.

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>LOCATION</th>
<th>PIECE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Budanova 3214</td>
<td>1/1</td>
</tr>
</tbody>
</table>

Sample Moving Company Label
Labeling Your Crate or Box

Example

- Place one label on end of each crate as shown
- **DO NOT** place a label on the top, bottom or long side of the crates
Take home

- Laptops and other small electronic devices (tablets etc.) should be taken home and should not be placed in crates.
- Any valuable personal items
Equipment – desk top computers

- Please turn off your computer.
- Disconnect all computer related equipment from each other and from the wall. (Suggestion: take a photo of how the cables are attached to the back of your CPU and monitor)
- Movers will not disconnect computer equipment and will not move computer equipment that is still connected.
- Request IT assistance through Michelle Obuhanchich if you need help.
- Bubble wrap your monitor and label it on the (top of the) base.
- Small CPUs can be put a crate. Large CPUs that will not fit in the crate should be labeled.
- Put all cables (except Ethernet cables) and your mouse and keyboard in the clear computer bag. Put the computer bag in a crate.
- Label any printer that will be moved.
Computer Subnet

• We will be on a new subnet
• Most of us have “rotating IP addresses” for our computers, so this will not cause a problem.
• If you have a dedicated IP address (remote desktop, personal server), our IT staff will work with you on the transition.
• The copiers will have new IP addresses for printing. We do not know the new IP addresses yet. You will have to update the info on printers on your computer. Our IT staff will help with this.
• NU WiFi is already operational in the new building.
Leave here

• Do NOT label or pack your telephone. Leave any NU-provided phone on your desk (we have VOIP in new building)

• Leave Ethernet cord(s) here. We will have a new type in new building.

• Leave your waste and recycling bins

• Leave furniture keys in locks or in top drawer

• All furniture that has not been pre-approved for moving stays here
# Packing Cheat Sheet

<table>
<thead>
<tr>
<th>Item</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Paperwork, Files, etc.</td>
<td>In Labeled Crate</td>
</tr>
<tr>
<td>Supplies (i.e. pens, pencils, notepads, etc.)</td>
<td>In Labeled Crate</td>
</tr>
<tr>
<td>Monitor</td>
<td>Labeled Monitor Base, Bubble Wrapped</td>
</tr>
<tr>
<td>CPU</td>
<td>Small CPU: In Labeled Crate, Large CPU: Labeled, Left As-Is</td>
</tr>
<tr>
<td>Personal Printers</td>
<td>Labeled, Left As-Is</td>
</tr>
<tr>
<td>Telephone</td>
<td>Will NOT be Relocating, DO NOT Label</td>
</tr>
<tr>
<td>Keyboard, Mouse, Docking Station</td>
<td>In Labeled Crate. Put cords in provided plastic bag</td>
</tr>
<tr>
<td>Computer Cords</td>
<td></td>
</tr>
<tr>
<td>Data Cords</td>
<td>Will NOT be Relocating, DO NOT Label</td>
</tr>
<tr>
<td>Trash and/or Recycling Bin</td>
<td>Will NOT be Relocating, DO NOT Label</td>
</tr>
<tr>
<td>Artwork, Plants, Family Heirlooms, etc.</td>
<td>It is recommended to take these items home. They may be placed in crates, but the movers WILL NOT be responsible for any damage that occurs during the move.</td>
</tr>
<tr>
<td>Furniture: Sofa, Chairs, Desk, Bookcases, Boards, etc.</td>
<td>Label Pre-Approved Furniture</td>
</tr>
</tbody>
</table>

Anything that is **NOT LABELED** will **NOT** move. This includes crates, monitors, furniture, printers, etc.
Inventory Sheet

- To ensure nothing gets lost, JLL will capture a pre move and post move inventory of crates, boxes, equipment and preapproved furniture.
- Personalized inventory sheets will be distributed just before the move.
- Fill it in and leave it on your desk.
- JLL staff will reconcile with the labeled items in your office.
- JLL staff will also use it to check off that all items arrived in your new office.
## MOVE INVENTORY

**Name:** Lorenzoni, Guido / Squicciarini, Mara  
**From Location:** Jacobs 319  
**To Location:** KGH 3437  
**Label Color:** Red  
**Move Date:** 3/15/2017

1. Form used to record all items to be moved and to confirm that all items arrive at your new location.  
2. When you have finished packing, please leave this form on your desk. Please **do not** use tape to secure to crates or desk.  
3. Refer to the Move Guide for additional information about labeling and preparing for your move.

### Inventory By Quantity:

<table>
<thead>
<tr>
<th># Crates</th>
<th># Boxes</th>
<th>Monitor(s)</th>
<th>Large CPU</th>
<th>Printer / Fax Machine</th>
</tr>
</thead>
</table>

### Pre-Approved Furniture:

- Guest Chair
- Couch (75x33)

### Other Large Items (list)

1. Mini Refrigerator
2. 
3. 
4. 
5. 
6. 
7. 
8.

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**Room Occupant Signature:**  
**Move Coordinator Signature:**

| Name: | Name: |
Post-Move Support

- Representatives from JLL will set up a post move support desk in Room 3317, Tuesday through Friday, 3/14 through 3/17, from 8:30am to 5pm.
- If you have general questions related to the move, and/or:
  - missing creates or items
  - IT assistance needed
  - furniture problems
  - problems with keys
  - building / construction issues
  complete the “Request for Assistance” form and bring it to 3317.
- The form will be placed on the desk in your new office.
- During the move:
  - Tiffanie Ing of JLL and Ian Savage will manage things in the new building
  - Michelle Obuhanich and Sarah Muir Ferrer will manage things in Jacobs
Welcome to our new building. Hopefully everything went well. Please review the checklist below. Post move representatives will be available to gather and resolve post move requests. The help center is in the new main office (3317). Critical equipment issues will be handled first. Any outstanding non-critical move issues will be resolved as soon as possible.

TELECOM
Phones may not be active till 5pm on day of your move. Please check that:
1. Your number is correct
2. You are able to place and receive calls from your extension

Please note any problems below:

KEYS ETC
Please note any problems below:
1. Your metal key does not work in office door
2. You never received your metal office key
3. Your smart keycard does not seem to work for after-hours access

NEW FURNITURE PROVIDED AS PART OF THE PROJECT
However please check that:
1. New furniture items you expected are not in your office (if yes, list missing items below)
2. New furniture items you were not expecting are in your office (if yes, list items below)
3. Any new furniture items are broken or damaged (if yes, list below)
4. You did not receive all keys to desk and file cabinets (same key for all locks)

Please note any problems below:

CONSTRUCTION
Please note any problems below:

MISCELLANEOUS
Please note any problems below:

Moving
Please check that:
1. All your crates/boxes and furniture have arrived
2. You haven't received anyone else's crates/boxes
3. Check for any missing or damaged items

Please note any problems below:

Please Turn Over
After you unload the rental crates

- Remember to stack empty crates one inside the other on a dolly in the designated staging areas (locations noted in the next slide).

- Please do not place trash in the rental crates.

- Please have all rental crates emptied and ready by **EOD Friday March 31, 2017**.
Staging Areas
In your new office

- Power outlets – some are marked “controlled.” As a “green” feature these have power turned off if no activity is detected in the room. Plug your computer in an outlet not marked “controlled.”

- The desk lamp and the power for your height-adjustable desk would be ideal things to plug into a “controlled” outlet.

- Your new desk lamp is turned on by tapping the end of the head.

- Inside the door is a switch
  - Top is lights (full on, full off, dimmer)
  - Bottom is shades (fully deployed, fully retracted, part way adjustment)
In your new office

- All data jacks should be activated in both walls
- Phone is VOIP and is plugged into a data jack (no traditional phone jack). In general plug the phone into a jack marked “A”.
- You can plug your computer into the wall or into the back of the phone (phone and computer work in both series and parallel)
- If you have not already established voice mail on your phone, it will be set up when you move (existing users will get an email message asking them to reset their PIN).
Keys to a Successful Move

• Please complete all packing and labeling by your designated phase/move date.
• You must ensure that all drawers, closets, storage rooms and file cabinets are empty.
• Anything left behind in offices and not labeled to be relocated will be disposed of after 3/31/2017.
• Complete your inventory sheet.

Anything that is NOT Labeled will NOT move. This includes crates, monitors, furniture, printers, etc.
Final Checklist  
(will be posted on your door just prior to your move)

Northwestern | Economics

Name: 
Room: 
You are scheduled to move:

PLEASE MAKE SURE TO:

1. Have everything packed and labeled by the end of the previous day. Movers will start work early at 8am.
2. Power down and disassemble your desktop computer (put keyboard, mouse, cables, small CPUs in a crate. Label larger items).
3. Take home all laptops and portable devices

LAST LOOK CHECKLIST:

☐ Everything is packed
☐ Everything that is moving is labeled with my new room number
☐ Complete the inventory sheet and leave on your desk
☐ You are responsible for moving any artwork
☐ My desktop computer is disassembled (put keyboard, mouse, cables, small CPUs in a crate. Large items to have labels)
☐ Leave any NU phone instrument on your desk.
☐ Leave Ethernet cord(s)
☐ Leave your trash and recycling bins here
☐ Leave furniture keys in locks or in top drawer
☐ Take office door keys with you (will be turned in at new main office)
☐ Take one last look through drawers and on top of shelves for any remaining items

IT IS DOESN'T HAVE A LABEL. IT ISN'T MOVING!
Our New Address

- Department of Economics
  Northwestern University
  2211 Campus Drive
  Evanston IL 60208
- Main office room number: 3317
- Main Phone: 847-491-5140 still works, transition to 847-491-8200
- Facsimile: 847-491-7001 (unchanged)
- Registrar’s Building Abbreviation: KGH
Thank you