



S E A T T L E  
P U B L I C  
S C H O O L S

**DELIVERING ON THE DREAM**

academic achievement for  
every student in every school

## **Building Excellence Program**

*Staff Relocation Guidelines*

**PACKING**

The movers are responsible for packing the entire building in preparation for the move. All general areas and high-volume or “common” areas will be packed by mover personnel. Common areas include Administration, Library, Science, Art, Band, PE/Gym, etc. If you choose to pack items on your own, the following information will assist you and, in turn, help the entire relocation effort.

1. **Purge whatever you don't need or use.** Additional trash and recycling containers will be provided as necessary for your area during the preparation time prior to your move date.
2. Remove and pack contents of all furniture, i.e., desks, credenzas, bookcases, file cabinets, etc. In general, no furniture will be relocated to the new site. Special consideration will be made for some furniture items and can be pre-arranged through your relocation planner.
3. Begin filling move boxes with the heaviest items at the bottom, but do not over pack. The tops should fold easily and lie flat so they can be stacked. Fully pack all boxes. Partially packed boxes can cave in when other boxes are stacked on top.
4. Prior to closing the box, place an 8½” x 11” piece of paper with your name and destination classroom number on top of the goods inside of each box. The owner of the contents can then be identified if the tag on the outside of the box should fall off during the move.
5. Small items (pens, pencils, clips etc.) should be consolidated into envelopes or plastic bags.
6. All items that will not fit in the boxes must be labeled and moved individually. Newly renovated schools will have new furniture. Therefore, it is not necessary to tag your existing furniture. It must stay at the existing location, even if it was bought with ROPE money. Other schools in the district will use this furniture.
7. District IS will disconnect computers, fax machines, modems, printers, etc., and prepare them for moving. You need only to label each piece with your destination room number. Do not put them in boxes. The movers prefer to load them directly onto carts.
8. You are not required to lift anything, but if you do, for your safety, **DO NOT** lift items that will cause you discomfort or strain. Refer to the SSD/OSHA lifting instructions posted at your school.
9. **DO NOT** pack your existing telephones. New telephones will be installed at your new facility.
10. Take personal items (pictures, awards, CD / tape players, radios, etc.) home and bring them to your new location at your convenience.
11. Even if you choose to pack on your own, movers will still provide assistance for the specialty or common areas that require unique packing methods and materials. This will help the relocation process by ensuring efficient packing of these unique items.

## LIBRARIES

Librarians need to supervise the packing and unpacking of their books. This will ensure that your library is set up the way you want it. If you are unable to be there during the pack and / or unpack time it is advisable to designate someone to be there in your place. If there is no one who can do this, let your move coordinator know so that we can get you drawings of your new library. You will need to designate on the drawings how you would like books laid out in your new library. You will need to leave a copy with your move coordinator.

## KEYS

Please tape all **furniture** keys to the front of the top drawer of the component it belongs to. If the keys are missing, wrap the lock with packing tape to prevent the lock from being engaged. All **building** keys are to be returned to your building custodian.

## LABELING

Colored labels will be delivered by the mover. All items must be identified using the appropriate colored label. Color designations will be determined based on site layout and staff room assignments. Print your destination room number on the label to help identify your items for delivery to the correct destination.

A list of room assignments will be provided for your reference in numbering your items that will be relocated. Please use this numbering system to identify the destination of any furniture, equipment and materials to be relocated. Place labels on the most visible surface of the item, such as desktop computer equipment, printers, calculators, and lamps. See attached graphic for examples. **Tag the items with your NEW room number, not your OLD room number, by using only the official moving labels provided for you. Other sticky note pads or tape will not remain attached to the items.**

## ROOM LAYOUTS

Room layouts will be posted in each room to assist movers in placing furniture properly. For staff moving into an interim site, you will receive a blank sheet of your room where you can sketch how you want your furniture placed. Move coordinators will collect these and post them appropriately. For staff moving into a new site, room layouts will be drawn for you, but will be developed with you during the furniture planning process.

## AFTER THE MOVE

Staff should have access to the new space a minimum of two weeks prior to the first day of school. All staff in general classrooms are responsible for unpacking their rooms. Movers will unpack all common and high-volume areas of the school. However, anyone needing unpacking assistance can work with the on-site move coordinator to make arrangements.

Once boxes have been unpacked, they should be broken down and stacked in your area to be picked up by the movers. Remove all move labels from items as soon as possible. If left on too long, they may become difficult to remove completely.

All staff will receive one day of pay for unpacking.

## LOST AND FOUND

An area will be set up in your new facility for “lost and found” items. Should you find that you are missing a box, or other item, please check the “lost and found” area first before filling out an Additional Action Request.

**ADDITIONAL ACTION REQUEST OR AAR**

This is the form that is used to track all move and building related issues. Issues include items damaged from the move, missing items, additional furniture requests, or damage to or problems with the building itself. Your move coordinator will supply Additional Action Request forms. They should be used for any issues that arise after the move in. This form must be filled out by staff, and then approved by the principal before the move coordinator will accept them.

If any item is missing, report it **IMMEDIATELY**. The sooner the move team knows about it, the easier it is to track down.

Resolution of AAR’s will be determined by the following:

1. Lost or damaged items – Heery and District Relocation Planner
2. New furniture warranty issues – Heery and District Purchasing.
3. Additional new furniture – Heery and District Purchasing.
4. New building issues – Heery Project Managers.

**THANKS**

Finally, we would like to thank each of you for your cooperation in making this move as smooth and painless as possible. Do not hesitate to ask your move coordinator if you have any questions.

**MOVE DOs AND DON'Ts**

DO	DON'T
<ul style="list-style-type: none"> <li>• Purge</li> <li>• Fill boxes to top</li> <li>• Take personal items home</li> <li>• Tag all items and boxes to be moved</li> <li>• Leave building after last contract day</li> </ul>	<ul style="list-style-type: none"> <li>• Pack telephone</li> <li>• Over or underfill boxes</li> <li>• Pack computers, faxes, etc.</li> <li>• Lift heavy items</li> <li>• Remove district, including ROPE, property</li> </ul>

AAR#: \_\_\_\_\_ (To be filled in by Heery)

## Seattle School District ADDITIONAL ACTION REQUEST

Date: TODAY'S DATE

Person Requesting Services: YOUR NAME

Phone: NEW SCHOOL #

School/Dept: YOUR NEW SCHOOL

Room #: NEW ROOM #

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### CHANGE REQUESTED (ONLY ONE ISSUE PER FORM)

BE VERY SPECIFIC ABOUT THE NATURE OF THE PROBLEM. FOR EXAMPLE:

"MY TEACHER CHAIR IS MISSING A WHEEL."

"COMPUTER PC, WAS DAMAGED DURING THE MOVE."

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**(ORIGINATOR STOPS HERE).**  **DO NOT WRITE BELOW THIS LINE.**

### IMPACT

#### COST ESTIMATE:

Voice: \_\_\_\_\_ Data: \_\_\_\_\_ Furniture: \_\_\_\_\_

Movers: \_\_\_\_\_ Construction: \_\_\_\_\_

#### APPROVAL:

Principal: PRINCIPAL MUST SIGN Date Approved: AND DATE

BEX Move Manager: \_\_\_\_\_ Date Approved: \_\_\_\_\_

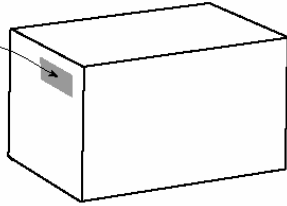
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### RESOLUTION

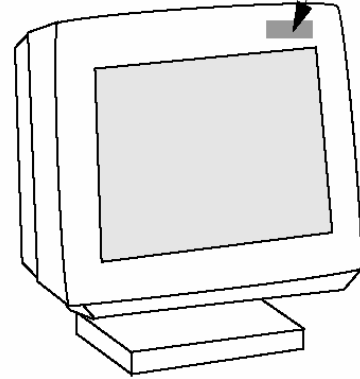
Date Completed: \_\_\_\_\_ Completed by: \_\_\_\_\_

# Where to label

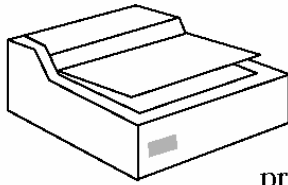
Please label  
the end of  
the box



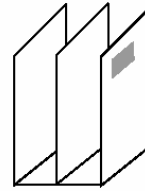
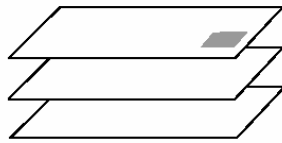
On FRONT  
of monitor



monitor

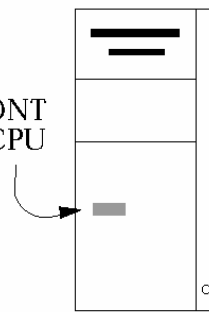


printer



desk files

On FRONT  
of CPU



CPU