

Prepare for your upcoming move!

We hope the following tips help you prepare for your upcoming move. If you have any questions, please email: propserv@colorado.edu or call 303-492-6524 and ask for moving help.

- Empty file cabinets, laterals, shelving units, desks, and bookcases before your move
- Upright drawers do not need to be emptied
- All packing needs to be done before we arrive or we may have to reschedule.
- Mark your boxes! Don't forget to mark each box/item with where it is going include both the building and room #
- We will only move what is requested in the ReADY request if you have more, you will need to submit another request.
- Have someone available the day of the move to give direction or provide a clear map! If no one is there to tell the movers where to put things they may not end up placed where you want them.
- Make sure you have a valid phone number especially if you are not going to be on campus for the move. Our moves can start as early as 8am if your department isn't in until later, please let us know
- Make sure all computers or other electronics are unplugged and ready for transport- we can't unplug electronics so if they are plugged in, we can't perform the move.
- Due to asbestos abatement requirements, we can't remove or install things on walls, ceilings, or the floor



Thanks for helping us help you!

The moving and Hauling team!