



Australian  
National  
University

# Move Planning Checklist

This document contains a checklist to assist staff in preparing for space moves on-campus.

Estate Systems & Space Planning

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# Packing & Preparation Guidelines

## 1. Staff Packing Checklist

Staff are responsible for packing their own personal and desk items prior to the move.

### Checklist:

- Clear desk surfaces, shelves, pedestals, and personal storage -
- Pack personal items, stationery, books, and desk accessories into provided crates -
- Secure loose items to prevent damage during transit -
- Dispose of unwanted or confidential material in accordance with records management policies

## 2. IT Equipment Instructions

- Monitors, monitor arms, docks, and all associated cabling **are to remain on desks**
- Removalists will disconnect and reconnect monitors, docks, and cabling
- Mice, keyboards, and headsets **must be packed by staff** into provided crates
- No IT equipment is to be relocated by staff unless specifically instructed

## 3. Ergonomic & WHS Furniture

- Chairs provided to staff as part of WHS or ergonomic requirements **must be clearly labelled**
- Labels should include staff full name and destination building name and floor number.

## 4. Crate Labelling Requirements

All crates must be clearly labelled with:

- Staff full name
- Destination building name
- Destination floor number