

# Middlebury College

## Office Move Procedure and Checklist

Congrats on moving to a new space! You'll be coordinating with the Manager of Office Moves and Furniture Distribution (MOMFD) from the Facilities Services Department. Here's what you **need to know** and **need to do** now

### NEED TO KNOW:

Standard office furniture issued by Middlebury

MIDD WILL PROVIDE...	WILL NOT PROVIDE...
<ul style="list-style-type: none"> <li>• A desk- adjustable height table or workstation</li> <li>• Office chair</li> <li>• 2 or 3 drawer Filing cabinet</li> <li>• Visitor chair</li> </ul> <p>Requestable (subject to availability)</p> <ul style="list-style-type: none"> <li>• 1 Mounted cork board</li> <li>• 1 Mounted white board</li> <li>• Additional chair(s) for guests</li> <li>• Small meeting table and chairs if they fit in the space</li> <li>• Lamps</li> <li>• Bookshelf or shelving</li> </ul>	<ul style="list-style-type: none"> <li>• Upholstered furniture unless approved by your department or MOMFD. Must be a Midd approved furniture vendor</li> <li>• Rugs</li> <li>• Plants</li> <li>• Decor               <ul style="list-style-type: none"> <li>• Please see Final Notes below about purchasing furniture for your office</li> </ul> </li> </ul>

Moving Parameters

**• A minimum of 10 business days' notice is required for an office move to be scheduled**

MIDD CAN MOVE...	MIDD CANNOT MOVE...
<ul style="list-style-type: none"> <li>• Any non-fixed Middlebury College owned or issued furniture</li> <li>• Boxes you have packed with office items, books, tech, accessories, etc.</li> <li>• Personal items that fit in a moving box</li> </ul> <p>Standard issued office furniture remains in the office, except for office chairs which move with the employee.</p>	<ul style="list-style-type: none"> <li>• Any fixed items (large bookcases or shelving, mounted white boards, etc.)</li> <li>• Furniture purchased by you or your department that is not Midd sourced or provided</li> <li>• Rugs (if purchased by you)</li> <li>• Plants and decor</li> <li>• Personal items that don't fit into a box</li> </ul>

## **NEED TO DO:**

**FIRST: Be sure you've filled out [THIS FORM](#)**

### **MOVING PREP**

- ☐ **Pack** up all contents and have them ready to go on the day of the move (request moving boxes in the above form)
- ☐ **Tag or label** all items using tape or sticky notes with the new office number (and new building name if applicable). Don't forget to tag your office chair!
- ☐ **Unplug** all tech and box it up

### **WHAT THE MOMFD WILL ASSESS and PREP**

- ☐ **Cleaning:** MOMFD will coordinate all cleaning including vacuuming, carpet shampoos, trash and recycle bins, and assess the general condition of the space
- ☐ **Flooring:** Remains the same unless determined otherwise
- ☐ **Paint:** Remains the same unless determined otherwise
- ☐ **Outlets and Jacks:** Remain the same
- ☐ **Keys:** Employees will be issued a new set of keys even if they are swapping offices with someone in the same building. Keys should be dropped off and new ones picked up from the Facilities front desk in the Service Building

### **Final Notes:**

- Middlebury College is not responsible for personal items left behind, or personal items damaged in a move.
- If you have requests for special furniture in your office, you must have approval from the VP of your department, work with the MOMFD to source the item(s), and provide an EDORDA for processing.
- Please do not purchase large furniture from Amazon, Wayfair, or other “fast furniture” vendors.

*Fast furniture is convenient but often breaks down quickly and adds to landfill waste. Middlebury College prioritizes durable, sustainable options from reputable vendors who provide replacement parts, even though it takes longer and sometimes costs more. **Thank you for your patience and partnership in sourcing college-approved furniture.***