

PAINT PREPARATIONS

Below are general guidelines to prepare space for painting:

Pack the following:

- Wall bookshelf contents
- Freestanding bookcase contents
- Loose items from desktop, credenzas, file cabinets, overhead desk bins, etc.
- Lateral file cabinet contents
 - Non-lateral file cabinets can remain full
 - Tape file cabinet lock open, or obtain key from Facilities to prevent being locked out of cabinet during move
- Remove artwork from wall
 - If artwork is going back up in same place, mark location with a post-it note, "leave hole"
- Bulletin/whiteboards/coatracks will be taken down by Facilities
 - If going back up in same place, tack a note to the board with a post-it note, "put back in this location"

Other Items:

- Facilities will coordinate furniture move/painting dates
- Contact IT with date of move to ensure computer is disconnected
 - IT will reconnect once room is finished
- From wall, four (4) feet of free space is required
 - If there isn't enough room to move furniture to center of room, determine where items can go temporarily
- Create a basic sketch of desired room layout and tape to the back of the door
 - Assists movers and painters when putting room back together, in the event you are not present
- Any items not returning are to be listed on a "Surplus Form" and forwarded to Property Control, Moore Hall 124 as soon as known, and marked, "Surplus".