

PACKING AND MOVING INSTRUCTIONS:

Please notify CDFM well in advance of your planned move (along with any time constraints) so we can plan and complete your move in a timely and efficient manner.

If you are moving as a result of a renovation, a separate Service Request is not required.

PACKING SUPPLIES:

CDFM will provide any necessary:

- ✓ Packing boxes and/or packing material
- ✓ Labels (**please do not use your own non-removable labels**)

The requestor is responsible for providing:

- ✓ Markers
- ✓ Appropriate packing tape (not masking tape) and tape guns
- ✓ Any other incidental items for the move

IN PREPARATION FOR YOUR MOVE:

- Discuss your requirements with a designated CDFM staff member.
- Remove all personal belongings, valuables, pictures, loose/not packed items, etc. and store them in another location during the move or renovation.
- Unlock and empty all desks, credenzas and storage cabinets; pack contents into boxes.
- Empty all shelves and bookcases; pack contents in boxes.
- Unlock and empty all lateral-type filing cabinets and pack the contents in boxes (lateral cabinets cannot be moved when they are full).
- Tape all boxes on the top and bottom with packing tape, not masking tape.
- Clearly mark all boxes on at least two sides with last name and initial, or contents, as appropriate, plus the room number of each box's final destination.
- Clearly mark all furniture items that are not surplus with a removable label (supplied by CDFM) that includes your name and initial, plus the room number of the item's final destination.
- Phones should not be disconnected or packed.
- If you are moving due to a renovation, CDFM will coordinate any required computer or phone moves with ITS, otherwise this is the responsibility of the requestor.

CONTACT US

Capital Development & Facilities Management
205 Humber College Blvd., Room D134
Toronto, Ontario M9W 5L7
(T) 416.675.6622 extension: 4444
(F) 416.675.1523

OFFICE BUSINESS HOURS

Monday to Friday: 8:00 AM to 4:30 PM
humber.ca/facilities/