COLLEGE HALL RENOVATION MOVE/PACKING INFO

MOVING IS NOT FUN, but you do have time to begin going through files, books, binders, etc. and shredding or recycling. Follow the information contained herein, begin now, if you haven’t already, and all will go well.

1. PACK UP ITEMS FOR STORAGE FIRST: Call Debi Brockman at extension 47750 and she will provide you with labels for the boxes you are packing. Please put a minimum of two labels on each box, preferably on two opposite sides. A third label on the box top is preferred. It is obvious that you can only “store” so many packed boxes in your office for Auxiliary Services to pick up before you can continue to pack.

2. ORDER BOXES FROM AUXILIARY: [http://www.uhh.hawaii.edu/auxsvc/workorders/](http://www.uhh.hawaii.edu/auxsvc/workorders/). Specify the number of 1.5 cu. ft. boxes or empty cases of copy paper boxes you need, as well as a roll of packing tape, if you have none. Please note that packing material is not provided.

3. WORK ORDERS FOR AUXILIARY SERVICES TO PICK UP THE BOXES can also be placed through the web at the same URL: [http://www.uhh.hawaii.edu/auxsvc/workorders/](http://www.uhh.hawaii.edu/auxsvc/workorders/)
   - a. Click on “Submit a Work Order Request” and fill out appropriately. **YOU MUST SPECIFY THE NUMBER OF BOXES THAT YOU WANT PICKED UP.**
   - b. If your boxes are not picked up within 4 days after you submit your request, contact Nadine or Kolin at Auxiliary Services: extension 47369. (Please keep in mind that Auxiliary Services is understaffed from time to time.)
   - c. It is wise to keep a record of box numbers and dates in order to ensure all your boxes are returned to your office when you move back in. (Note: Auxiliary Services will know that when you request boxes from storage to be delivered back to your renovated CH office, that the “TO” and “FROM” will be ‘mentally’ reversed.)

4. DONATIONS: Perhaps you might want to donate books and reading material you no longer want.
   - a. There are locations around campus where unwanted books are being placed for others to take/exchange. You could set up a table in a classroom and post a sign stating “Free.”
   - b. **PLEASE NOTE:** The UHH Library will not accept any textbooks, magazines, periodicals, etc; however, other types of books can be donated to the Library. Please review the Library policy on the types of books they will accept and contact Kathleen Stacy at extension 38613 if you have any questions.
   - c. Used textbooks that you no longer want can be donated to the East Hawaii Cultural Center, 141 Kalakaua Street, across from Kalakaua Park. Hours of operation are Monday through Friday, 8:00 AM to 4:30 PM.

5. GET IN THE HABIT OF BACKING UP YOUR COMPUTER FILES, as you are advised to do so prior to OTDL/Auxiliary Services moving your computer to your temporary office, or you moving your computer to your home. If you wish to have Auxiliary Services move your computer and peripheral equipment to a temporary office, you must label the CPU, monitor, keyboard, and mouse with your name and the office to which you will be moving. The plan will be at the day of the scheduled move is IT Specialists will pack up your computer items, coordinate with Kolin (Auxiliary Services) to move your equipment to the new office, at which time IT Specialists will connect your system back up. You should be operational that same day.

6. PHONE LINE AND INSTRUMENT: If you are moving to a temporary location on University property, Auxiliary Services will relocate your phone line to the line in the temporary location to ensure you remain with the same extension. Pack your phone in one of the boxes designated to be moved to your temporary office.

[http://vcadmin.uhh.hawaii.edu/CollegeHallABRenovation.php](http://vcadmin.uhh.hawaii.edu/CollegeHallABRenovation.php)