EKH PHASE 2/4 MOVE INFORMATION

MOVING IS NOT FUN, especially when all are in the midst of working 60 - 80 hours week, and more. Many of you have already begun packing and may find that your work requests to Auxiliary Services are taking a week or so. Please understand that Auxiliary Services is understaffed, and the timeline does depend upon how many other demands are being made on that department. For this reason, it is wise to ensure all items that can be stored, and that you do not need for this semester and next semester, are packed up and ready for Auxiliary Services to begin picking up now. 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.

1. PACK UP ITEMS FOR STORAGE FIRST: Label all boxes according to the format on the label template located on the EKH Renovation website (beneath this paragraph) and ensure you keep track of what is in each box. The label template sheet prints on Avery template #8164 (3.3" x 4") if you want to print on self-adhesive label sheets or contact Debi Brockman and she can supply you with a certain number of self adhesive labels. Please put a minimum of two labels on each box, preferably on two opposite sides. A third label on the box top is preferred.

http://www.uhh.hawaii.edu/uhh/vcadmin/EKHRenovationProject.php

2. ORDER BOXES FROM AUXILIARY SERVICES VIA THE LINK:

http://www.uhh.hawaii.edu/auxsvc/workorders/. Specify what size box: 1.5 cu. ft., empty cases of copy paper boxes, or the 3.5 cu. ft. Auxiliary Services has hundreds of the 3.5 cu. ft. box size, and they will advise if they are out of the smaller boxes. If packing books in the 3.5 cu. ft. box, please only fill one-half to two-thirds full, as the boxes are too heavy when filling to the top. Please understand that in filling only half way, when these boxes are stacked in storage, they will most probably bend the cardboard of boxes on the lower section of the stack. Therefore, hard back books should always be on the top.

3. WORK ORDERS FOR AUXILIARY SERVICES TO PICK UP THE BOXES can also be placed through the web at the following URL: 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

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 EKH. (Note: Auxiliary Services will know that when you request boxes from storage to be delivered back to your renovated EKH 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 the hall 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. **THE LIST OF OFFICE ASSIGNMENTS** has been emailed to you and is posted on the EKH Renovation Project web page: [http://www.uhh.hawaii.edu/uhh/vcadmin/EKHRenovationProject.php](http://www.uhh.hawaii.edu/uhh/vcadmin/EKHRenovationProject.php). This list provides you with your new temporary building/office number. If you have items that you aren't using this semester and need to have transferred to your new office, you should pack these items up **only** after all your boxes for Storage or elsewhere have been removed from your EKH office. Debi Brockman will advise you when your temporary office is available for access, at which time key cards for your temporary office be signed out to you at the UHH Parking Office at Auxiliary Services.

6. **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. **All such equipment must be labeled with your name and the portable office to which you are assigned.** If your department or division office does not have a label machine to produce self adhesive labels for your office equipment, one can use scotch tape to affix labels.

7. **YOUR PHONE** line in your EKH office will be relocated to the new line in your temporary office. Pack your phone in one of the boxes that will be moved to your portable office.

8. **A REMINDER THAT THERE IS ONLY 30 LINEAL FEET OF SHELVING** in each portable which does limit the number of books and materials that can be housed in the temporary office. As well, there will only be one four drawer filing cabinet with built in hanging file frames. All EKH file cabinets must be completely emptied prior to one's move to the portables in order for contractors to move the furniture to accommodate renovation of the HVAC, ceilings, lights, and for painters to have access to the walls.

9. **FACULTY/staff who have a special need**, that has not been addressed in this and any other information that has been disseminated, are asked to call Debi Brockman at 974-7550, or email her at djbrockm@hawaii.edu.