



Delivery of Moving Bins

- On your bins delivery date you will receive (5) moving bins. The first round of bins will be delivered on Monday, April 8, 2019.

Moving labels

- All items that need to move downtown must have a label.
- Move Labels will be distributed with the moving bins. You can get additional labels from your [move coordinator](#).
- Move Labels will be color coded by move phase.

Packing Guidelines

- (1) All books, offices supplies and university items are placed in moving bins.
- (2) Computer, printer, monitors and other computer accessories should be left on your desk, still connected.
- (3) Only pack items that you will not need until you can unpack in August.
- (4) All personal items should be brought home with you.
- (5) Move bins should be stacked on a dolly in your office. If you need assistance stacking your move bins please email Austin.bott@ucf.edu.

What you can pack in your moving bins:

- UCF Downtown will pay to move all University owned books, files and offices supplies.
- The university is not responsible for personal items (for example: picture frames, awards, etc.).

What not to pack:

- Whiteboards (will not be moved)
- Computers
- Furniture (chairs, bookcases, file cabinets, etc.)
- Personal items
- Other boxes

When they need to be packed by:

- If you are leaving for the summer, you must have your move bins packed before you leave. See below the final “pack by” dates for each move phase. You can reach out to your move coordinator if you do not know which move you have been assigned.

Move 1	Tuesday, July 16, 2019
Move 2	Wednesday, July 31, 2019
Move 3	Wednesday, August 7, 2019
Move 4	Wednesday, August 7, 2019
Move 5	Wednesday, August 7, 2019