

John Jay College News on the Move – Issue #3

Office of Space Planning and Capital Projects

November 18, 2011



Move Schedule

The move to the tower of our new building is scheduled for January, 2012. The move will occur between the winter and spring semesters and our new space will be ready for you when you arrive to start the spring semester.

Support From the Mover

The moving company will provide professional moving services with the goal of minimizing the impact of the move on you and your department. The mover will pack and unpack all items that are located in common areas of your department, such as departmental records and supplies. However, the mover will not pack and unpack items located in individual offices or workstations.

Your Responsibilities

Your primary move responsibilities are to pack your office including books and files and workstation and turn off your PC before the move and unpack your office or workstation after the move.

Distribution of Tags and Boxes

Your PC will be tagged and you will receive written move instructions and tags for your moving boxes in the last 2 weeks of November.

You will receive moving boxes in early December and you will have until Tuesday January 17 to pack. The move is scheduled for Wednesday January 18th. Empty boxes will be left in or directly outside your current location.

Concierge Service – Packed Boxes

Many people moving may not have enough space at their current office or workstation to pack and store all of their boxes. To facilitate your move, we are offering a concierge service so you can have a mover remove packed boxes and place them in temporary storage. This will prevent you from running out of space before packing all of your boxes.

New Office Furniture

Typical faculty offices are 10 feet X 12 feet and the furniture will include a 30" X 48" desk with a side counter 24" X 11 feet long, 2 lateral files, 1 box pedestal file, 2 lockable overhead storage units and 2 open overhead storage units a desk chair, 2 visitor chairs, and 60 linear feet of wall mounted shelving. There will not be space for additional file cabinets, sofas or any other furniture.

