

MOVE/PACKING PROCEDURES

1. The requesting office must enter a work order in [Asset Essentials](#) for Grounds Crew for approved moves and enter a separate worker order for the Carpenters if items need to be disassembled or taken off the wall.
2. All individuals must pack their belongings: books, papers, and personal items in boxes clearly labeled with their name and destination (building and room number). Please note on respective boxes any

