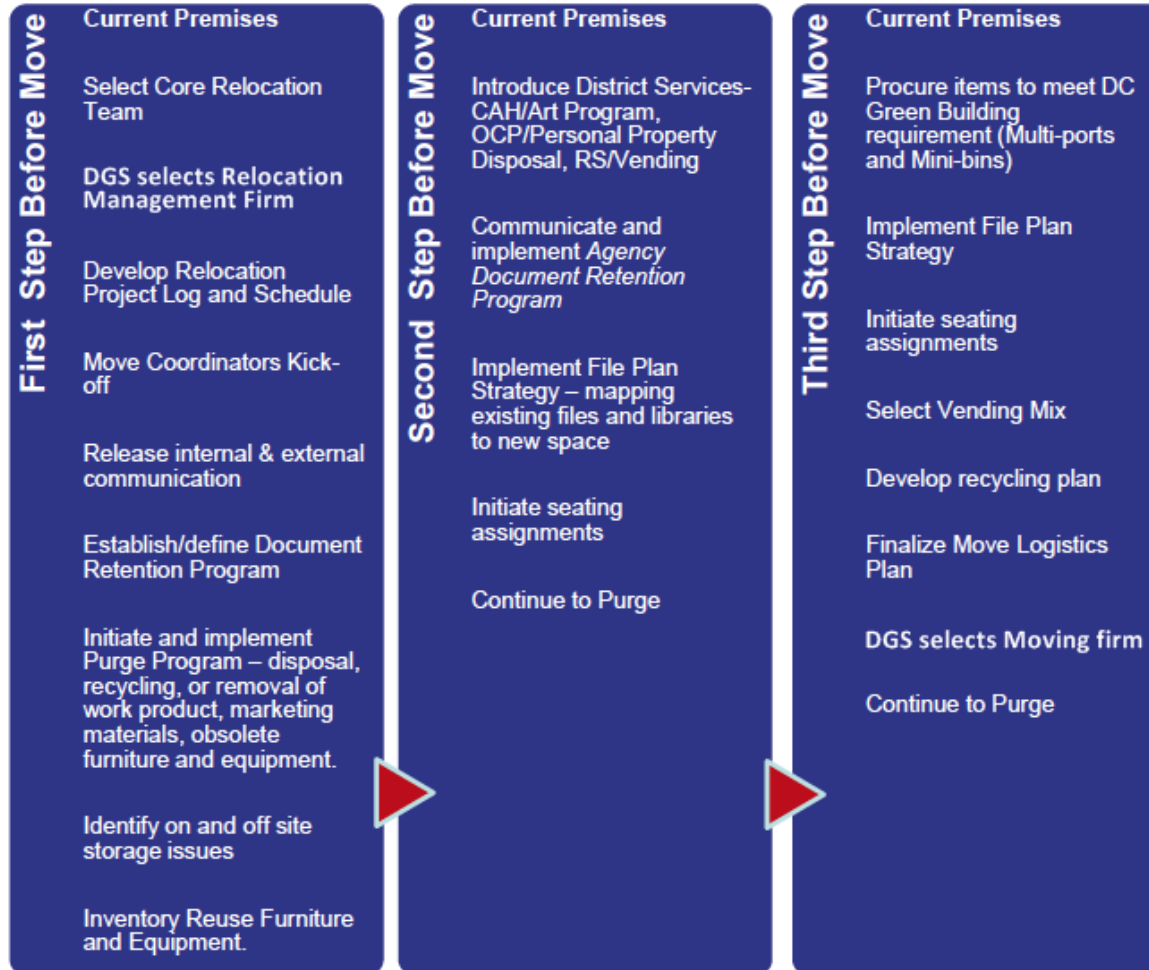


Agency Moves Process

The Move Process



Agency Moves Process

The Move Process



Fourth Step Before Move

Current Premises

Finalize seating and office assignments

Complete OCP PDA

Finalize OCP Catalog and Disposal Plan

Continue to Purge

Fifth Step Before Move

Current Premises

Remove, tag, and secure CAH Art Program assets

Crate/Pack non-essential items

Update District IDs

Coordinate with Construction to deliver/move brand new equipment to new site

Continue to Purge

Sixth Step Before Move

Current Premises

Pre-move Briefings

Distribute Guidebooks

Received Move Packets w/ labels

Remove and secure CAH Art Program Assets

Packing and Tagging File Rooms

Pack Crates

Continue to Purge

Agency Moves Process

The Move Process



MOVE DAY

Current Premises

- Crates Packed and Ready to Go
- Employee Check-out until 5:00pm
- Employee departure 5:00pm
- PC Disconnect begins at 5:00pm
- Implement telephone migration
- Transporting and Relocating Items and Reuse Furniture to new site

Next Business Day After Move Day



New Premises

- Welcome to your new address
- Help Desk
- Unpack Crates
- PC login, testing, printer networking
- Stocking storage and filing areas