Moving Check List

Move dates are the week of Spring Break (March 7 – 13). If you will be away during Spring Break, make sure to finish packing before you leave.

Move dates – vacate your office by noon on your move day:
3/7: Global Health, Office of the Dean
3/8: Health Services Management and Leadership, Prevention and Community Health, Exercise Science
3/10: Environmental and Occupational Health, Epidemiology and Biostatistics
3/11: Health Policy (2021 K st, Floors 7 and 8)
3/12: Health Policy, continued (2021 K st, Floor 8)
3/13: Health Policy (2121 K St)

Frequently asked questions about the move: https://sphhs.gwu.edu/facilities/950-faq
Latest updates on the new building/move: appear in each Monday’s Faculty/Staff e-Newsletter, the archive of past updates is available at: http://sphhs.org/blogs/newbuilding

1-2 weeks before your move

☐ Declutter. Recycle any old paper products and uploading important documents to GW Docs ensures you have fewer things to move and then throw away.

☐ Pack and label crates. The moving company, Moving Masters, will be providing detailed instructions on how to pack and label items so be sure to follow these directions.

A few days before your move

☐ Move out extra items. Be sure to take any artwork or other items that will not fit in the crates home until after the move, as they cannot be moved directly to the new building.

☐ Prepare to work from home. The working day after your department’s move will be used to set up your computer and phones, so make plans to work from home or remotely that day.

☐ Test out accessing your voicemail from home or another location. To access your voicemail remotely, call 202-994-2000 and follow the instructions. You will need to know your voicemail passcode to access your messages remotely.

☐ Test out accessing the VPN. If you need to access files on the GW network while working remotely, test your access to the VPN (Virtual Private Network) using the information online at http://it.gwu.edu/vpn-access the weekend before your move. The VPN will allow you to access files remotely as though you were logged in on campus.
Moving day

☐ Prepare an out of office message. Set an appropriate away message for email and voicemail. You may want to let people when you are moving and the best way to reach you during your move day and the day after the move.

*Example:* “My office will be moving from 2021 K Street to 950 New Hampshire Avenue NW on March 10th. I will be working remotely March 10th and 11th and will be available via e-mail. However, I will not be answering the phone on those days. E-mail is the best way to contact me during this time. My e-mail is:…”

☐ Plan to leave your office at noon the day of your move. After noon, staff from the Division of Information Technology will begin to pack your computer. The IT staff will begin to pack computers promptly so the movers will have time to pack and move items and ensure we stay on schedule.

1st working day after your move

☐ Work remotely while your computers and phone are being hooked up in your new office space at 950 New Hampshire Ave. To access your voicemail remotely, call 202-994-2000 and follow the instructions. If you need to access files on the GW network while working remotely, you can use the VPN (Virtual Private Network) using the information online at [http://it.gwu.edu/vpn-access](http://it.gwu.edu/vpn-access).

2nd working day after your move

☐ Move into your new office and unpack
☐ Test your newly installed phone and computer
☐ Remove any out-of-office voice or e-mail messages you may have set up.
☐ Update your campus address in GWEB Info System at [https://banweb.gwu.edu/PRODCartridge/twkbwis.P_WWWLogin](https://banweb.gwu.edu/PRODCartridge/twkbwis.P_WWWLogin). Changing your office address in the personal information section here will also update your address information in the online GW directory and the online SPHHS directory.
☐ Contact non-GW entities to update your address information. If you receive journal subscriptions etc. at your office address make sure non-GW entities know your new address.

The week after your move

☐ Bring bulky office items such as artwork or plants back to work.
☐ Make sure your GW ID card is current and has not expired. Expired cards and older model (pre-2010) cards with an orange background lack the technology to be encoded to allow access to the building after hours. Current cards will be automatically updated with the appropriate access. If you have an expired card, you can have it replaced at no charge by bringing it the GWorld Card office in Marvin Center.