

Relocation and packing instructions

To make sure that your inventory ends up at the right location, it is important that you equip all your belongings with the right colour of sticker and the location to which the item should be moved. Stickers will be provided in time for the move. If you need more stickers, you can pick some up from the Lipsius Service Desk.

Every department has its own colour.

Items that should have a sticker (and will be moved):

- Desk
- Desk chair
- Computer, monitor, docking station & telephone
- Boxes with personal belongings
- Loose personal items that don't fit in a box
- Drawer cabinets*
- Personal and other inventory items
- Whiteboards, noticeboards

*Drawer cabinets will only be moved for staff members who will have their own fixed workplace. Staff members who will be sharing an office with colleagues from the department will be offered alternative facilities for storing their personal belongings.

The Cluster Zuid workplaces can accommodate two bookcases per office +/- six boxes. All other books should be disposed of/taken home.

Ventilators will not be moved

Cluster Zuid makes use of a thermal storage system. This system is a sustainable and reliable method for heating and cooling buildings with heat or cold that is temporarily stored in the ground. As a result, ventilators are no longer needed. Your ventilator will not be moved, and will remain at your former workplace.

Don't forget to put stickers on items in the common rooms!

Items with no sticker will not be moved.

Examples of stickers



MOVING MATERIALS



You can use moving boxes to pack the contents of your drawer cabinet and your desk, as well as any other loose items.

You should also put a **sticker** on the short side of every moving box (see picture). This makes it easier to find boxes once they are stacked. The boxes fold easily. Please **do not close** the boxes with tape.

DESK CHAIR

You can put a sticker on the backrest or the armrest. Each chair should have its own sticker.

DESK

Put a sticker on the right-hand corner of the desk/table. If the desk consists of multiple elements, every element should have its own sticker.

DRAWER CABINETS

Pack the contents of the drawers in moving boxes. Leave the drawer cabinet, with the key, in your office. Tape the key securely to the drawer cabinet.

BOOKCASES

Pack the contents of the bookcases in moving boxes. Put stickers on the boxes. Leave the bookcase **unlocked**, with the key inside.

EQUIPMENT

You can put a sticker on your PC, docking station, and telephone, and leave them in your office. All separate items should have a sticker (monitor, keyboard, telephone, PC). These will be moved in special computer boxes. You do not need to pack them yourself. Note: Do not unplug PCs yourself. All other equipment (web cam, headphones, mouse) can – if they fit – be placed in a box with a sticker; otherwise, make sure each item has a sticker. Loose cables and cords can be packed in moving boxes.

All equipment should have a sticker.

OTHER ITEMS

All items such as paintings, plants, desk lamps, etc. should have a sticker. Smaller items can be placed in moving boxes. For large and fragile paintings, we have special boxes that will be brought along by the relocation staff on the day of the move.

AFTER THE MOVE

- The day after the move, you will find your furniture placed according to the workplace layout sketch.
- Once you have made sure that everything is in the right place, you can start filling your bookcases and drawer cabinets.
- Once you have unpacked the moving boxes, you can fold them flat and deposit them, flat, in the roll containers that will be available at various locations. Remove the stickers before you deposit the boxes in the container.
- When moving furniture, be careful not to damage the floor and walls. If you need help moving large/heavy items, please contact relocation coordinator Mo Rbii at verhuiscoordinatorwsd@ufb.leidenuniv.nl.

REMINDER

Now that you have read all the relevant information, you can start packing. You can use the checklist below as a reminder, to make sure you don't forget anything.

- Did you pack everything in your desk and cabinets in boxes?
- Did you tape all the keys securely?
- Did you prepare all your equipment for removal?
- Did you put a sticker on everything that needs to be moved?
- Did you inform everyone who needs to know that you are moving?

Maps of the new work situation will be placed on the door of your office.

We wish you a productive and enjoyable time at your new workplace!