**STAFF RELOCATION WITHIN CAMPUS/FACILITY OR NEW CAMPUS/FACILITY**

* Principal or department head must provide a list of staff being relocated via email or heat ticket that includes current campus/room location and new campus/room location, so all items are removed and delivered correctly. Please provide a time that the move can be accomplished so the warehouse can schedule accordingly.
* The warehouse is responsible for moving **district items only**. ***A district item is anything purchased with district funds*. We do not move personal items (ex: decorative items, anything purchased “out of pocket”, etc.).**
* All boxed items should be labeled, taped closed and not to exceed 50lbs. A box label can be accessed and printed by clicking the link below these procedures. Please ensure that all labels are secured and visible on **every** item being moved (ex: boxed items or loose items within room to be moved).
* **If district furniture is being relocated, it should be labeled and emptied of all contents before transport.**
* All district items, once labeled and ready for transport, should be placed in a visible location (i.e.: in room along wall, center of room, or in hallway) so nothing is over looked when warehouse staff comes for removal.