HSIS Stage 2 Moving Instructions

- Please pack your items and label everything you want moved, including boxes, chairs, PCs, etc. The label should state your name and room number.
- This process applies to all staff and students.
- Boxes and labels have been supplied (located in the Museum) so that you can begin packing. Please let Greg Badger know if you need more boxes.
- Remember do not move into your new office before the designated date – during the ‘clean up’ phase your items may be thrown out.
- Only unplug and label your computer. You are not required to physically pack your computer in a box for relocation.
- Each computer component, including screens (left/right), keyboards, mouse, laptop docks, etc., must be clearly labelled with your name and room number.
- Chess Removals will wrap the computer in a soft padded ‘pizza bag’ to protect the equipment in transit.
- Users are asked to ensure that they do not wrap any power or video cabling around their screens - doing so could damage the screen in transit.

Contacts

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