



# FACILITIES AND ADMINISTRATIVE SERVICES DIVISION

## NASA HEADQUARTERS GUIDE FOR **INTERNAL MOVES**

**The following provides a checklist of activities and instructions to assist you in relocating to your new space. If you have any questions about these procedures, please contact your organization’s designated point of contact (POC)/move coordinator.**

## **PACKING**

- To pack your work area and files, plastic boxes will be provided to you by the moving company 2 weeks ahead of your move. The boxes are crush-proof and come with their own dollies for easy mobility.
- Empty your overhead storage and pencil drawers.
- Your rolling pedestals will move with you during your temporary move(s). Place a label on each pedestal with your move information.
- Prior to your final move, empty your pedestals and pack items into a move box.
- All file cabinet, supply cabinet, and storage cabinet contents should be packed in separate boxes. See the “File, Storage, and Supply Cabinets” section for additional information.
- Move labels will be provided to you.
- If you have items already packed in cardboard boxes that need to move with you, put a label on the box and the movers will take it to the new space.
- Do not fill boxes to the top. Be sure that all of your boxes close. The boxes will be stacked during the moving process.
- Place pens, pencils, paper clips, and other loose items in a sealed envelope before packing them in one of your boxes.

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- Current working papers, books, and items on the top of your desk should be packed in a box marked “OPEN FIRST” so that the movers will know to stack that box in an easily accessible location. Be sure to write “OPEN FIRST” on the box label.
- Breakables such as glass or items of sentimental value should be taken home before the move.
- Personal items such as pictures and plants should be taken home or moved to the new space on your own.
- To remove any excess office supplies or materials, submit a request electronically through the NASA Headquarters Facilities Help Desk System (FHDS) online at <https://fhds.hq.nasa.gov>.
- Leave keys in locks for desks, credenzas, file cabinets, supply cabinets, and systems furniture components once they are emptied.
- Individual equipment or appliances, such as coffee pots, microwave ovens, refrigerators, fans, or space heaters, will be moved with you to your temporary space. However, they will not be permitted in the new design. These items must be taken home before you move to your final location. If items are NASA-provided, submit a Facilities helpdesk ticket to be collected by Facilities staff.
- If you require a NASA-provided space heater for medical reasons, once you move to your final location, a note from your doctor must be provided to the Facility Manager of your floor.
- Do not pack office machines, such as typewriters or fax machines.
- Do pack small, handheld office machines, such as calculators.

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- In the final design, refrigerators will be provided for your use in the galleys located on each floor. Personal refrigerators must be taken home prior to your final move.

## **FURNITURE**

- Empty all overhead storage units, bookcases, filing cabinets, storage cabinets, pedestal file cabinets, pencil drawers, etc. Pack the contents into move boxes and tag each box with your name and new room number.
- If a piece of furniture, other than the systems furniture, is to be excessed, submit a request electronically through the NASA Headquarters FHDS. The furniture is to be labeled as excess. Facilities will remove the excess furniture marked accordingly.
- Separate electronic requests through the NASA Headquarters FHDS must be submitted for excess furniture and excess supplies. Do not include both items on the same form.
- Your pedestals will be moved with you to your temporary space. Please put a label on your pedestal.

## **COMPUTERS AND OTHER EQUIPMENT**

- Office equipment such as fax machines and copiers should be labeled and left in place. If the machine has any removable pieces, such as a cover or paper tray, place a label on each piece.
- You will be responsible for preparing a box label for the box that will contain your computer, mouse, keyboard, etc. The label should have your name and new location.

- Personal computers, printers, and peripherals will be packed and reinstalled by the in-house computer technicians.
- Do not unplug or disconnect your computer and phone. Leave computers and phones plugged in. The in-house computer technicians will disconnect your computer and phone for you.
- Employees should power down their computers.
- Remove all sticky notes from monitors and hard drives.
- When you arrive at your new workstation or office, your computer will be set up and running with the same programs and connectivity as before the move. If you encounter any problems with your computer equipment, call 358-HELP.

## **TELEPHONES**

- Do not pack your telephone and do not place a label on it. It will be packed and moved for you. Your phone number will remain the same.
- When you arrive at your new workstation, your telephone should be set up and active. If you encounter any problems with your telephone, call 358-HELP.

## **FILE, STORAGE, AND SUPPLY CABINETS**

- All file cabinets, storage cabinets, and supply cabinets must be completely emptied and their contents packed in boxes. Do not pack the contents within your workstation in the same boxes. Label these boxes separately. The following instructions will simplify the reloading of your files at your new office and will help you locate your files that have been placed in the moving boxes in the interim.
  - 1) Number each of your file cabinets consecutively.
  - 2) Give each drawer a number. For example, file cabinet number 1 and the top drawer of the cabinet would be 1-1. The second drawer would be 1-2, etc.

- 3) When you pack your files, write the number of the file cabinet and the number of the drawer on the end of each box, just below the label. By doing this, you will be able to identify which contents came from which drawer.
  - 4) When unpacking your files, simply number your new file cabinets in the same manner and unpack your boxes into the appropriate drawers.
- Leave keys in their locks for file pedestals, file cabinets, supply cabinets, etc.

## MOVE DETAILS

- You must be packed up and ready to go by the close of the business the day before your scheduled move. Remember to take personal items home with you.

## WORKSTATION SETUP/CONFIGURATION PROCEDURES

- The fire and life safety code for the building restricts placement of anything higher than the top of the workstations. Therefore, nothing should be placed on the overheads or on the tops of supply or file cabinets. This also restricts hanging anything from the ceiling.
- Workstations and offices are occupied “AS IS.” Any modifications to provide a reasonable accommodation for physical or health limitations will be addressed on a case-by-case basis by your Facility Manager and organization POC.
- Any repairs or adjustments to the work areas should be requested electronically through the NASA Headquarters FHDS. **Under NO circumstances should an individual remove, move, or adjust any of the systems furniture components.**
- Pedestal file cabinets should not be moved between workstations.

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- Building-approved extension cords can be requested electronically through the NASA Headquarters FHDS.
- If there are any questions, contact the Facility Manager for your floor (the list is located at <http://fasd.hq.nasa.gov/facilities.htm>).

## KEYS

- All systems furniture workstation keys are to be left in the locks. This includes keys to the pedestal files and overhead storage cabinets. You will receive new keys for the locks in your new space.
- All office door keys must be turned in to the locksmith before you move. A key collection envelope will be provided. Fill out the requested information on the envelope and return it to your organization POC to be collected.

## AFTER THE MOVE

When you arrive at your new location, your first concern will be to get unpacked and back to a normal operating routine. Make sure all your boxes have arrived. You will be responsible for unpacking boxes in a timely manner. The moving company will collect the unpacked boxes 2 weeks after the move.

- If you need assistance with any post-move issues, notify your organization POC.
- A computer technician will verify that your computer, the related equipment, and accessories are functioning properly.



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NP-2011-09-776-HQ