

MOVE INSTRUCTIONS MVCSC

NUMBER:

NAME:

OFFICE INFORMATION	Current Addresses:	5694 W 300 N 8414 N 200W 7177 N 600 W 1862 IN-234
	New Address:	8414 N 200 W- New Intermediate School 8367 N 200 W- New Elem. School
	Office Phone Number:	(317) 485.3100
	Date of Move:	June 2 nd , 2025

MOVE CONTACTS		<u>Name</u>	<u>Phone Number</u>
	Moving Contact	TBD	(317) XXX.XXX
	Mt. Vernon- Move Coordinator	TBD	(317) XXX.XXX
	Relo. Strategies	Julie Hutcheson Julies Merriman	(317) 446.3823 (317) 202.0000. ext. 102

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MOVE SCHEDULE

MARCH 2025 <ul style="list-style-type: none"> March 10th-14th: Move Instructions distributed to all schools March 10th-14th: Move Boxes distributed to all schools March 10th-14th: Move RFQ Distributed to Move Vendors March 17th-28th: SPRING BREAK March 17th-28th: Pre-Bid Walk-Thru with Movers March 17th-28th: Teacher's can start to pack and purge March 31: Move Bids Due 	JULY 2025 <ul style="list-style-type: none"> TBD: McCordsville Elem. Move (5th & 6th grade) TBD: Middle School Move (6th grade) TBD: Move Furniture around tagged in GYM's TBD: Take the remaining furniture to the dump July 31st: Move must be completed
APRIL 2025 <ul style="list-style-type: none"> April 4: Vendor Awarded for Move April 11: Move Spreadsheet Due for New 5th & 6th grade room assignments TBD: Project Meetings Begin 	AUGUST 2025 <ul style="list-style-type: none"> August 1-5: Teacher Days (Non-student days) August 6: First Student Day
MAY 2025 <ul style="list-style-type: none"> On-going: Create Move Signs/Directionals for Move Vendor May 30 or Prior: Hang Move Signs/Directionals for Move Vendor May 23: Mover to drop off Trash Bins/Speed Packs for purging items not needed May 26: MEMORIAL DAY (No School) May 29: Last Student Day May 30: Teachers have everything packed up by the last day of school 	
JUNE 2025 <ul style="list-style-type: none"> June 02: Move begins at Current Fortville Elementary School to the New Elementary School (Kindergarten – 4th Grade) Coordinate Walmart and Internal Moves/Cleaning to receive items TBD: Mount Comfort Elem. School Move (5th & 6th grade) 	

MOVE INSTRUCTIONS
MVCSC**GETTING ORGANIZED****ALL PACKING MUST BE COMPLETED PRIOR TO THE START OF THE MOVE****ALL Staff:**

- You will be responsible for packing your own personal items.
 - Please follow the instructions in this guide and from your Move Coordinators.
1. PURGE: Purge your desk, files, cabinets, and work areas of all unnecessary items. Large trash bins will be provided to assist with cleaning.
 2. BE PROACTIVE: Do not wait until the last minute to pack. You must be ready when the movers show up and out of their way.
 3. UNAVAILABILITY: If you will be out of the office or unavailable to pack your office space, it is important that you notify your Move Coordinator as soon as possible.
 4. PACKING MATERIAL: Packing materials will be delivered to each school March 10th-14th. Labels are to be used for the boxes moving to your space. Please read the next section for further labeling instructions.
 5. HELPFUL ITEMS: The following items are not furnished by the mover but will be helpful to compile for the packing process: Ziploc baggies or office envelopes for small items from drawers; Sharpie pens for labeling to help Movers identify locations easier/efficiently; Tape to help secure items.
 6. NEW LOCATION ASSIGNMENTS: Principals will forward along classroom assignments later to use when tagging boxes.

MOVE INSTRUCTIONS
MVCSC**LABELING INFORMATION**

1. Each classroom or room is assigned a number. Refer to the Move Spreadsheet or the Floor Plan for your move number. Move spreadsheets info. is due from Principals in April. Use the assigned number on all labels. Public areas will have their own address number and items packed for those areas should be tagged with that number.
2. Someone must pack shared areas such as the break room, closets, conference room contents, and copy service rooms.
3. Take 2-3 sheets of labels to start. Do not bring the entire pack to your desk. Place only one label per item.
4. There are (5) colors for labels. Please use the appropriate label for the **school BOX/ITEM is moving TO:**

GREEN	=New Fortville Elementary School
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ORANGE	=Mt. Vernon Intermediate School
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RED	=McCordsville Elementary School
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BLUE	=Mount Comfort Elementary School
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PINK	=Mt Vernon Middle School
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BLACK	=Cafeteria/Dump (not needed)
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5. Below is a sample label. **Write your move number in the ROOM portion using a thick black permanent marker (sharpie). Please also print your name on the label where able to do so – first initial with last name is appropriate.**

For example, if your move number is 110-5, your label will look as follows:

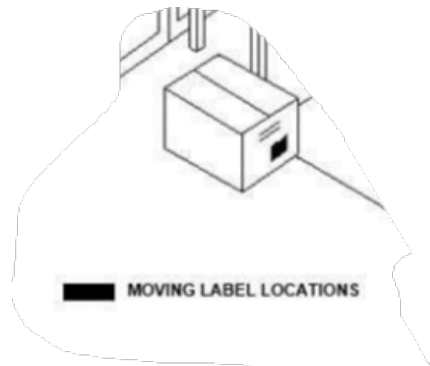
MOVING COMPANY		
FLOOR J. Smith	ROOM 110-5	PIECE

The movers are instructed to move only those items with a label. Do not use notes or post-its.

Packing and labeling correctly will prevent unnecessary confusion and costly delays during the move. The movers are instructed to move only those items with a label.

Where to Place the Moving Labels:

Please follow the illustrations to place labels in a uniform manner. Labeling items with this uniformity will help the movers quickly and efficiently place your boxes at the new location.



MOVE INSTRUCTIONS
MVCSC**ADDITIONAL MOVE & PACKING INFORMATION**1. PERSONAL ITEMS:

- a. Take home before the move.
 - i. Sentimental, irreplaceable items
 - ii. Live plants
 - iii. Fragile items

2. COMPUTER EQUIPMENT:

PLEASE TAKE YOUR LAPTOPS HOME WITH YOU.

- 1. KEYS: Please leave key(s) at existing location. If you are in a workstation, please tape key(s) to the inside of file cabinet with heavy duty tape if available. If you do not have access to tape, please give key to your Move Coordinator. If you are in an office, please give any keys to your desk to your Move Coordinator.
- 2. FLOOR COPIERS AND PLOTTER: These items will remain in place in the current locations.
- 3. PHONES: These items will remain in place in the current locations.
- 4. DESK CHAIRS: These items will remain in place in the current locations.
- 5. PERSONAL TRASH CANS: Empty trash before you leave and do not pack items in trash cans. These items will remain in place in the current locations.
- 6. WHITE BOARD: These items will remain in place in the current locations.
- 7. OVERSIZED ITEMS: For any items that do not fit into a standard-size box you will need to place a label on them. The movers have special containers they will utilize to quickly move oversized items.

MOVE INSTRUCTIONS
MVCSC**AFTER THE MOVE**

1. If a label has fallen off, the mover will place the item in lost and found. Lost and Found will be located on the first floor in the Reception/Lobby area in space.
2. The Mover's will collect any extra unused moving boxes, please make sure that you empty, and lay flat outside of your classroom/room. We will try to reuse moving boxes as much as possible for different moves. Please let Julie Hutcheson know if you need more moving boxes or labels at any location.
3. In the event of the discovery of any damage, notify Julie Hutcheson. **The deadline for claims reporting is the Thursday, July 31st, 2025.**

Employee Move Checklist:

Employee name: _____

My new classroom/room number is: _____

I've checked that my:

- ☐ Desk and Workstation are empty.
- ☐ Supply cabinets are cleared.
- ☐ Wall items taken down and packed.
- ☐ Personal, fragile/sentimental items are taken home prior to moving.
- ☐ All keys collected.
- ☐ Everything is packed, cleaned and most importantly, labeled.
- ☐ All trash in and around my workspace has been thrown away.

If you can – Help out your co-workers with any last-minute packing!

Help clear out and pack shared spaces such as the File Room and Break Room.