



Pullman Regional Office Move Ready Checklist

Your Part

1. Coordinate your department's requests through a single person to avoid conflicting information or duplication of requests
2. Remove all garbage and items that need discarded before moving day
3. Empty desk drawers
4. Box and label all personal items in small boxes that do not exceed 30 lbs.
5. Note any fragile items with sticky notes
6. Note all large/heavy items that need to be discarded with sticky notes
7. Clearly label all items (computers, phone, furniture with owner's name)
8. Provide a map for whose stuff needs to go to which office/space
9. Do not put holes in walls or install anything to walls without advisement by maintenance

Consider the Following to be "Move Ready":

Cleaning & Space Preparation Needs - EVS

Cleaning Prior to Move: ☐ Carpet cleaning ☐ Wall cleaning ☐ Terminal cleaning request

Technology & Telecommunications - IT

☐ Phones _____ (quantity) ☐ Computers _____ (quantity) ☐ Monitors (quantity): _____

☐ Printers / Scanners: _____ ☐ Other devices: _____

☐ Do any of these computers interface with a data system that needs advanced notification or setup?

☐ Does the new space have the correct number of data ports?

☐ Does your new space have special communication requirements like overhead paging/speakers?

Security Systems - Maintenance

☐ Alarms/warning communications

Furniture & Equipment Needing to Move - Maintenance

☐ Desks _____ (quantity) ☐ Chairs _____ quantity) ☐ Filing cabinets _____ quantity)

☐ Bookshelves _____(quantity) ☐ Wall mounted art _____(quantity)

☐ Specialty equipment: _____

New Furniture Needs (if any)

☐ Does this need assembled, or are you going to DIY?

Repairs – Maintenance

Repairs or Prep Needed? ☐ Paint touch-up ☐ Wall patching



Communications/Signage – Marketing

- ☐ Are there existing signs/wayfinding in your area that need removed?
- ☐ Are there signs/wayfinding in your new area that need added?
- ☐ Considerations: Patient communications and scripting; updating stationery (letterhead/business cards/appointment cards/envelopes), directories, web updates, updating brochures/fliers/posters/other printed materials

Move Timeline

Move Start Date: _____ Move Completion Date: _____

Is this move time-sensitive?

How to Request a Support Ticket

EVS:

- Call Nancy Moore, EVS Manager: (509) 336-7493
- From the Intranet, Click on Non-Urgent EVS Request

IT:

- Email: IT@pullmanregionalhospital.freshservice.com
- From the Intranet, Click on IT or Maintenance Request

Maintenance:

- Email: maintenance@pullmanregionalhospital.freshservice.com
- From the Intranet, Click on IT or Maintenance Request

Marketing:

- Email: marketing@pullmanregional.org

Additional Notes or Special Considerations
