Move-in Instructions

Tips and items worth noting for Dean’s office move-in days in October and November:

1. Please make sure you complete the daily health check on the Prodensity app prior to coming to campus each day. Please bring a mask, as they are required indoors unless you are alone in an office or enclosed space.
2. Please make sure you bring your J-Card. The building will be locked, and you will need it for access.
3. Please plan to park in the San Martin Center Garage. If you do not have monthly parking, a parking voucher will be provided for the first day of your team’s move-in process. However, it is our expectation that you will purchase vouchers, monthly parking, or find street parking moving forward.
4. Please bring your laptop or device with you to the office. (We understand you may not be working, but you will need to sign in to the network so that the printers and other updates can be installed and any connection issues can be resolved.)
   1. Other university devices, such as monitors, chairs, etc. that are at your home can stay there should you want to use them until January.
   2. When we return to the office in January, it is our expectation that the items needed to work on-site will be brought back to the office. The university will only provide two monitors and a laptop to be used at home and work; you are required to personally purchase any additional items you might need to accommodate a hybrid work schedule. For details, please see the [JHU policy website](https://policies.jhu.edu/).
5. If you have equipment at home that you would like to bring in and drop off, we will have movers and carts to assist. You can pull in the front of the building and park in the circle with flashers on or we will hold a few visitor spots on the San Martin top/street level for drop off.
6. On the day of your move, the phones will be in the process of being programmed and will not be operational.
7. All our boxes will be moved over at one time from the storage in the Wyman Park Building. We cannot guarantee that they will be placed in the exact or correct space, so please work with the movers to locate and move those boxes you need. If you see boxes and know where they go, please help direct the movers.
8. Trash and recyclable bins will be available for your use. If there are boxes full of items that you would like to discard, please use a BLACK moving sticker and label box as “trash,” or recycle.
9. There may be a lot of items we had before that are in good condition and that you no longer need or want, but that could be used by others. Please put those items in conference rooms 115/117. Everyone can go into this room to take items they need and we will clear the space out prior to returning to campus in January.
10. We have storage areas that are designated for various offices. Please make sure that all storage areas are organized as best possible prior to Monday, Nov. 15.