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School Moving Services Sample Move Instructions

November 2025



Instructions for your upcoming move for HPISD

Key points to remember

Along with **personal boxes** for your **personal items** to be removed from your classroom before the move date. **School Moving Service** will provide a **number of purge bins on 14 different days PRIOR** to the move date to help with trash removal. If you have not used the item within the last year you need to trash it. That way the district doesn't have to pay to move something you are not using anyway.



Instructions for your upcoming move for HPISD

Key points to remember

School Moving Services – Will provide **personal boxes** for your **personal items** to be removed from your classroom – **SMS will pack your classroom with teacher assistance** to go to storage or move to new location. **SMS** will label and make sure all items get inventoried. **SMS** will handle all library **packing of books on carts** and move whatever shelving needs to be moved. There will be an **inventory of every classroom and room** listing all items to be moved. The picture is an example of what your classroom will look like when you return in August.



School Moving Services – Sample Move

HPISD Libraries and book rooms will be packed onto carts by the pack crew with guidance from the Librarian 5-21-22-23-18



The example below represents a classroom moving label. For instance, if you are relocating to the third floor of your new school, and your classroom number is #345. The pack crew needs to know your new room number to fill out your packing labels: then your label should look like the following

- 1) The first box represents the Floor number that you are moving to.
- 2) The second box represents your new Room, Workstation or Office number.
- 3) The third box is for use by our employees only, to keep track of your items

Crews will pack and label for you

FLOOR	ROOM	PIECE(S)
3	345	1 of 20

Take all personal items home before the end of school. Make sure to purge or trash ALL unneeded items

- Make sure all items to be moved are labeled correctly. The pack crews need to know your new floor and room numbers to label correctly.
- **SCHOOL MOVING SERVICES WILL PACK ALL CLASSROOMS** . Do not re-pack any items that are already packed in boxes or plastic tubs. They will also make sure all contents are labeled and inventoried
- File cabinets will remain loaded and move loaded to the new classroom. Upon moving to the final location move in they will be switched out with new file cabinets
- In august you will report to your new classroom, and the contents and furniture will be staged in the center of the room . A fine tune crew will make an appointment to help you set up your room
- Unpack gondolas completely by the designated pick-up date TBD, so that all equipment can be recovered by your moving company, at no additional cost to your school district.

School Moving Services – Sample Move

All classroom and larger items fit into our gondolas or boxes. After the gondolas are fully loaded, they will be delivered to a storage area or directly to your new classroom with a small amount of furniture from each classroom .

Just in time, for you to **start unpacking the week August 13th through the 17th** . There will be a small crew onsite to make sure you have assistance to put contents away, but you will need to set up your classroom for the first day of school on August 20th



Summary of Important Things to Remember

- **Remember you are getting new furniture don't take extra furniture you don't have room for it. You have new.**
- **Take all personal items home before the end of school.**
- **Make sure to purge or trash things you do not use.**
- **Do not move items you do not use daily; it is not necessary for the district to pay to move and store.**

School Moving Services – Sample Move

Libraries ,book rooms and areas that have no students will pack early to be sure they ready to go before move date. May 22-23 in all schools

Moving Plans at a glance

Schools	Auction	Pack Dates	Move out to Storage	Move in date
UP-Elem from #5	6/2 – 6/3	5/29 - 5/30	5/31 – 6/1	Mid August TBD
Bradfield	6/2 – 6/3	5/29 - 5/30	5/31 – 6/1	To Hyer 6/25 – 6/26
Hyer	6/2 – 6/3	5/31 - 6/1	Moved to #5	6/6 – 6/8
Armstrong	6/2 – 6/3	5/31 – 6/2	Contents, furniture will be staged in school	

UP Elem #5 and Bradfield will be moved to storage for period of time due to construction.

Armstrong will be packed and staged in Cafeteria-Gyms –and halls to accommodate construction

Hyer will be packed and staged until #5 is ready to receive and then moved in the 3rd week in June

Thank You

