



Classroom Moving Guidelines



Please follow the guidelines below so that we can ensure safe transport of your classroom items from one location to another.

We also want to ensure the safety of our custodial and maintenance crew.

Your help with this is greatly appreciated!!

- Please make sure that boxes are not over-packed and are able to be neatly stacked so employees can use hand trucks to transport them through the buildings.
- Boxes should not weigh over 25 lbs each.
- Please label each box accurately with your name, and the building and room number to which you are moving.
- Staff members are responsible for taking all personal items home over the summer.
- The district will not be responsible for moving any furniture, rugs, lamps, etc. We ask that couches, recliners, loveseats, large rugs etc., be taken home and not moved to your new room. For the safety of our maintenance and custodial employees, we have given them strict instructions NOT to move any of these items for you.
- Teacher's desks, chairs and other furniture items belong to the building and will not be moved to the new school. If the teacher's is moving to a new school, and the desk, chair, etc., are personal items, then the teacher is responsible for taking those items home over the summer. Teacher must have permission of new building principal before desks and chairs are brought into their building.
- Please follow the attached end-of-the-year classroom checklist, sign it and turn the completed form to your building principal before the last day of school. For any items that do not apply because you are moving to a new building, please write N/A on the line.