**POLICY #: EFFECTIVE DATE: APPROVED:**

**FULLY REMISSIONED:**

**SUBJECT:** Procedure for Hiring Movers

**POLICY:**

1. Schedule appointment – Schedule date and time. Give address and instructions to get to the client’s home AND address of where the client is moving to. If appointment day/time needs to be changed, please ensure changes are coordinated with Movers ASAP.

* Notify Housing Supervisor of client’s name and date of move for tracking purposes

1. Preparing for moving day – If the client allows, take pictures of the home/items to be moved. If this is not an option, we should give a detailed list of the items being moved so he can see how many movers he will need and can get a better estimate on how long the move may take.
2. Moving Day

* Greet Movers at the client’s home and help him figure out where to park.
* Make sure he gets to the next location. Provide transportation for the client if they are unable to get themselves there. The client needs to be present at the next location.
* \*\*\*If you cannot be present for the move, please make arrangements with Housing Coordinator or Housing Supervisor to be present.

1. Post Move

* Old apartment/home (if applicable) – ensure proper cleaning of unit is completed and take pictures of the unit for evidence if needed (upload to Procentive). Turn in all keys.
* New apartment/home – Take pictures (particularly of any damages prior to moving in) for evidence upon move out if needed (upload to Procentive).