

# SOUTH WATERFRONT CAMPUS MOVING GUIDE & CHECKLIST

## Intro:

Moving at OHSU can be a complicated task. Who do I call for each service? How far out do I need to schedule? In what order should the services take place? What am I forgetting?

## Purpose:

The purpose of this document is to guide individuals in charge of coordinating individual or department moves at the **Center for Health & Healing** and the **Collaborative Life Sciences Building**.

This document is intended to supplement the Space Committee's Relinquishment Policy and be a "how-to" guide for coordinating your move.

## Options:

When it comes to coordinating your move you have two options:

	Who	Contact
<b>Preferred Option</b>  Hire Help	SoWa Building Management Team <ul style="list-style-type: none"> <li>Hire them to coordinate all or part of your move</li> <li>There is no move too big or too small for this team</li> <li>They provide free consultations</li> </ul>	<a href="#">Angus Work Order</a> or 8-9960  <i>**Building Management will triage to OHSU Facilities and work with this team</i>

	How	Notes
<b>Secondary Option</b>  Do it yourself	<ol style="list-style-type: none"> <li>Determine your needs               <ol style="list-style-type: none"> <li>Timeline</li> <li>Building access</li> <li>Moving</li> <li>Repairs</li> <li>Cleaning</li> </ol> </li> <li>Schedule services               <ol style="list-style-type: none"> <li>30 days in advance</li> <li>Ensure services are scheduled in the correct order</li> </ol> </li> </ol> <p>*Use the following checklist as a guide</p>	Building Management Moving Checklist outlines the most common services used during moves. Certain moves will require additional services.  To get this process started, call Building Management at 8-9960.

Service	Contact	Scheduling	Checkbox
<b>Building Access</b>	<ul style="list-style-type: none"> <li>Badge Access</li> </ul>	Transportation & Parking: 4-8283 <a href="#">ID Badge Requests</a>	30 days in advance Schedule as needed to gain access to new space <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Key Request</li> <li>Rekeying</li> <li>New locks</li> </ul>	<a href="#">OSHU Key Requests</a>  <a href="#">Angus Work Order</a> or 8-9960 <i>**Building Mgmt will triage to Lockshop</i>	30 days in advance Schedule as needed to gain access to new space <input type="checkbox"/>
<b>Moving</b>	Free standing objects <ul style="list-style-type: none"> <li>Bookcases</li> <li>Chairs</li> <li>File cabinets</li> <li>Non-fixed furniture &amp; equipment</li> <li>Broken furniture &amp; equipment</li> </ul>	Logistics – <a href="#">Moves and Surplus</a> 4-8019  <i>**Department owned furniture only – everything else stays at CHH/CLSB</i>	30 days in advance Schedule this service to be performed before restoration and cleaning <input type="checkbox"/>
	Workstations <ul style="list-style-type: none"> <li>Computers</li> <li>Scanners</li> <li>Printers</li> <li>Fax machines</li> </ul>	<a href="#">ITG Service Catalog</a> Request or 4-2222	30 days in advance Schedule this service to be performed before restoration and cleaning <input type="checkbox"/>
	Chemicals and/or radioactive material <ul style="list-style-type: none"> <li>Relocation</li> <li>New storage</li> </ul>	<a href="#">EHRS</a> : 4-7795	30 days in advance Schedule this service to be performed before restoration and cleaning <input type="checkbox"/>
<b>Restoration</b>	Patch & repair damage <ul style="list-style-type: none"> <li>Walls</li> <li>Ceilings</li> <li>Floors</li> <li>Fixed furniture &amp; equipment</li> </ul>	<a href="#">Angus Work Order</a> or 8-9960  <i>**To be done in-house by Building Mgmt</i>	30 days in advance Schedule service to be performed after moving and before cleaning <input type="checkbox"/>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>Wet lab</li> <li>Lab support</li> <li>Any space where radioactive material or chemicals were used</li> </ul>	<a href="#">EHRS</a> : 4-7795	30 days in advance Schedule for after restoration and before deep cleaning <input type="checkbox"/>
	Deep cleaning of empty space	<a href="#">Angus Work Order</a> or 8-9960  <i>**To be done in-house by janitorial crew, GCA Services</i>	30 days in advance Schedule this service to be performed last <input type="checkbox"/>

For questions about other services,  
please call SoWa Building Management at 8-9960

# Department moving guide for employees

Collaborative Life Sciences Building



# Your role in the moving process



## CLSB move 2014

Department:

Move date(s):

Label colors:

Move contact:

Move coordinator:

## CLSB floor labeling color scheme

P2		Blue
P1		Gold
L1		Yellow
L2		Green
L3		Gray
L4		Orange
L5		Brown
L6		Red
L7		Gold
L8		Black
L9		Purple
L10		Orange
L11		Pink
L12		Blue



## Move timeline

- Please be completely packed and vacated from your area the by the afternoon of the day prior to your move date.
- Your new workspace will be ready for you to unpack the morning after your department move has been completed.
- Your move team asks that you please refrain from visiting both your current or future location during the actual move to ensure a safe, timely, and efficient move process.

## Preparation

Your primary role in your department's upcoming relocation is to properly pack your own area. These instructions will assist you in doing that. Please feel free to contact your Move Contact if you have any questions.

## Packing

As you begin to pack, keep the following in mind:

- Move only what you need. Your department does not want to move things that are not needed. Now is the time to clean out files and dispose of unnecessary equipment and supplies. Please create a Surplus Request at <http://logfltsvr/default.aspx> and contact Logistics Surplus Property Office at 503-494-1074 or [surplus@ohsu.edu](mailto:surplus@ohsu.edu) to schedule a pick-up for your surplus items.
- You should take personal items home prior to the move and bring them back once you are settled in your new location.
- Your area, and any others you are responsible for, should be completely packed prior to moving day. Don't wait for the day of the scheduled move to begin packing.

***Please adhere to the following instructions as closely as possible:***

***Note: No Existing Furniture is to be moved to your new space***

## Before you move

- × **Bookcases** - Empty completely and pack contents into e-crates.
- × **Desks** - Empty all drawers into e-crates. Remove keys and tape them in the right hand drawer.
- × **Flip charts** - Fold legs and tape the bottom of the pad to easel. Pack pencil tray in an e-crate.
- × **Drafting tables** - All work in progress should be removed from drawing board. To secure dust cover, unroll cover over drawing surfaces and tape to front edge of the board. Pencil sharpeners or other attachments should be removed from the tables.
- × **Vertical and lateral file cabinets** - Empty and pack contents and files into e-crates. Remove keys and tape them to the side of the file cabinet
- × **Supply or storage cabinets** - These must be completely emptied and contents packed in e-crates.
- × **Computers** - Please disconnect at your current location and ITG will reconnect at your new location. You are responsible for tagging each piece such as the accessory bag, monitor, and CPU. All attached cords should be un-plugged and coiled. Place these cords along with your computer mouse in the peripheral bag supplied by Alexander's.
- × **Credenzas** - Empty completely and pack contents into e-crates.
- × **Pictures, plaques, any other hanging items**- For their protection you can leave on the wall, but do tag them. Unframed materials should be removed rolled up and place in packing containers. If they will not fit, place rubber band around, tag. Movers will place in specialized moving equipment for transport to your new office.
- × **E-Crates** - They should be filled but not overflowing. Close the top by interlocking the four top flaps. Stack each carton on the four-wheel dolly provided by the move coordinator before packing it.
- × **Miscellaneous** - Liquids must be packed in a separate box and properly labeled. Framed charts, maps and pictures hanging on the walls will be tagged and left hanging. Unframed materials should be removed, rolled up and placed in packing containers.



## How to pack crates (aka e-crates)

### 1. Placing your crate(s):

- Collect your crates and dollies from the designated crate pick-up location.
- Place your first, empty crate on the crate dolly.
- Roll the crate to the items you need to pack.

### 2. Packing your crate(s):

- Securely pack your files and/or other office contents up to ½" below the line on the inside of the top of the crate. Please do not pack items above the line inside of the crate, doing this will not allow the crate's interlocking lid to close properly.
- Once your crate is full, fold both flaps on top of the crate inward at the same time so the flaps can interlock.
- Your fully packed crates should create a flat surface on the top of the crate. If your crate's flaps do not close fully, please remove some items to allow the crate to close properly.
- If using the crates for files, rails can be found in the lid. Depress the button on the lid to remove the rails. Use the outer slots for legal size files and the inner slots for letter size.

### 3. Stacking crates:

- Once your first crate has been fully packed, place the second, empty crate on top of the first.
- The bottom of your second crate should fit snugly into the raised hinges of the first crate.
- Repeat the packing steps you used for your first crate.
- Continue stacking and filling crates until you have a stack of at most **four full crates** on the packing dolly.
- Should you need more crates, please repeat steps one and two of this process until your area is fully packed.
- Please do not pack your crates before transferring them to the dolly as this can cause injury.

### 4. Labeling crates:

- Affix packing labels to either end of your crate below the handle (**not on the top of the crate due to being stacked when moved**), and if necessary, secure the contents of your crate with the zip ties your move coordinator has provided you.
- Alexander's crews will quickly and carefully roll your packed crates away and transport them to your new office.

### 5. Unpacking your crates:

- Simply reverse steps two through four, stacking empty crates inside of each other as you unpack. Please unpack as quickly as possible so that move materials can be removed and reused for other groups.
- Return the file rails to their location on the lid.
- Remove all labels as you unpack.
- Place the empty crates back on the moving dolly and roll the dolly just outside of your work area, provided it does not create a tripping hazard.
- Alexander's crews will collect your empty dollies once you have finished unpacking.

## Preparing office and computer equipment

- Please turn off and unplug all equipment before you vacate for the move
- Please pack the following items in e-crates:
  - Items that do not have a USB connection (10-keys, label makers, etc.)
  - Mouse pad
  - Wrist rest
- Place a label on the front of the following equipment:
  - Items that do not have a USB connection (printers, scanners, etc.)
  - Monitors
  - CPU's
  - Monitor stands
  - Laptops and docking stations (unless you will be bringing from home or moving yourself)
- Fax machines and other small pieces can be placed in e-crates or on computer carts. Larger pieces should be left in place and labeled appropriately.
- Leased Copy Machines: Pacific Office Automation owns your department copy machine and they will be moving your copier to your new location in coordination with the OHSU Copy Center, if it has been determined that your machine will be moving. No preparation is needed on your end as the copy machine is moved. Please contact Sandy Bennett, with the Copy Center at 503 494-5197 for questions.

## Overview of computer move preparation and process

- **Few days before moving day**
  - Alexander's will provide the accessory bags and labels prior to your move date, along with computer carts.
  - Please surplus any old equipment that is not moving.
- **Day before move day**
  - Please power down, disconnect, and label your computer and accessory bag no later than 12pm, the day prior to your move.
  - Put mice, keyboards, cables, and power strips in the accessory bags. Label the bag, not the individual items. (TIP: If possible, include a simple diagram of desired equipment layout in the bag).
  - Put a label on your monitor, tower, and phone (if it is moving) with the floor and office number of your new location.
  - During the move you will need to forward, disable, or send your calls to voicemail.
  - ITG will come in the afternoon to load up the carts. They will disconnect any computers that still need it along with printers and any/all related cables, if to be re-used.
- **Move day**
  - Alexander's will come in the morning and transport the carts to the appropriate floors within CLSB. ITG will be on hand to distribute computers to each office location and reconnect them in appropriate desk location.

## Helpful ITG phone info

- VoIP phone styles that will be used in CLSB
  - Cisco 6941 – If tenant already has a 6941, it will be moved to CLSB and converted to a 7965 at a later time.
  - Cisco 7965 - All tenants with digital Avaya phone sets will be converted to 7965 at time of move to CLSB.
  - Cisco 7937 - Will be used in CLSB conference rooms only.
  - Polycom conference phones may be moved if your department owns it.
  - Analog Phones- Most existing analog phones will be moved and converted to Cisco VoIP phones.

## Labeling, tagging, color coding, and floor plans

Labeling and pre-planning are the real keys to a successful move. All items to be moved must be labeled to show where they belong in the new location. Also, remember to place labels on each part of an item when that item will be disassembled into several sections for the move.

We will provide you with the appropriate numbering system to use on your labels. Our color-coding system is quite simple:

- The color of the label identifies an area or a floor in the new facility.
- The room number identifies the workstation or office.
- The floor plan identifies the exact placement of the equipment. Please provide a copy of the floor plan with equipment placement markers to your move coordinator. The labels are Teflon coated pressure sensitive tags with space for the room or workstation number and piece number. They are easily removed at the conclusion of the move and will not harm your equipment. You need to label every piece of equipment, box, and wall-hanging item that is going to your new location.

Don't forget to label your boxes as well. If you need additional labels, contact your move coordinator. Depending on the particular aspects of your move, the labeling and numbering procedures may need to change. In that case, you will be provided with alternate instructions prior to packing your belongings. You should also print a copy of the floor plans of your new space and indicate where you would like each piece of equipment to be placed. Place that sheet in your new office or lab location and also give it to the move coordinator who will forward the information to the move team.

**Remember, if it is not tagged, Alexander's will not move it. Be sure to double-check all articles. Please take home all personal or precious items before the move and return them after the move.**

## Labeling for Surplus items

**\*Note: Do not use Alexander's moving labels for labeling Surplus equipment.**

- Please make arrangements with Logistics Surplus Property Office at 503-494-1074 or surplus@ohsu.edu for pick-up of the large items that will not be moving with you to your new location.
- Examples of Surplus equipment include:
  - Lab equipment (old or broken)
  - Refrigerators/freezers
  - Coffeemakers
  - Freestanding furniture
- There are many Surplus Collection Bins at several of the Dock locations around the OHSU Campus. Feel free to drop off your Surplus equipment in those bins at any time. Please contact the Logistics Surplus Property Office for more information.
- See the OHSU University Space Committee Relinquishment Policy at the end of this packet.

## Laboratory equipment preparation and packing

- All equipment must be turned off, unplugged, disconnected, and decontaminated prior to the move.
- Flammables and Combustibles – Flammable liquids and aerosol cans must not be packed.
- As necessary, provide the Move Coordinator with information about equipment to be moved.
- Contact the Move Coordinator for additional packing material and/or labels.
- Have approved containers, plastic bags, labels, and markers ready and available before you begin to pack.
- Crates are to be used only for non-contaminated lab supplies.

### Packing

- Small Bench top equipment and supplies can be placed into approved containers with appropriate move destination number.
- Larger items (anything larger than a box or e-crate) can simply be labeled appropriately and the Movers will place the items onto large wooden Machine Carts and will be blanketed/shrink wrapped for transportation.
- Fragile and glass items such as beakers should be wrapped in newsprint individually and placed in designated/approved containers.



## Equipment and supply labeling instructions:

- Use only move label color (as specified by your move coordinator) for lab contents and equipment.
- On your move label, please indicate BOTH Lab ROOM NUMBER, and BENCH ID NUMBER.
- Plastic bags are provided for your items that are small and otherwise un-packageable. Label them in the same manner.
- Newsprint, bubble wrap, and tape will be provided to secure fragile items of interest.
- Specialty glassware containers - should your lab have specialty glassware and require containers and packing material to properly secure – please contact your Move Coordinator for the delivery of these items.

### Test equipment

All equipment moving must be “move ready” by you. In other words, any liquids removed, air and gas disconnected, any multi piece units disconnected from each other, unplugged and tagged for the space you will be moving to. Once these items are ready for moving, Alexander’s movers will place each of these items on our equipment carts for safe transport to your new lab.

#### -20 Freezers

- You will be provided with coolers to pack the contents of these units. Place the contents in a designated cooler at the existing location. On move day, the contents will be moved to a designated cooler at your new space. Each and every box, cooler or crate MUST be clearly marked with your new location in order for accuracy in placement.

#### -80 Freezers

- These units can remain full. They will be unplugged, loaded onto the truck last, then quickly be unloaded and plugged in at the new location.
- “White Glove Service” Option- On the day of the move, a qualified third party vendor will unplug, transport in a refrigerated truck (plugged in during transit), and immediately upon arrival at the new site, move and plug in at your new location. These units will never be unplugged longer than 15 minutes at any given time through this entire process. Please ask your Move Coordinator if you are interested in this option.

**\*It will be the responsibility of OHSU to confirm the correct duplex is in place at the new location for each of these units.**

### Chemicals

Prior to your move date, you will be responsible for separating recycled chemicals from the ones that you want to move. OHSU EH&RS will handle chemical waste and disposal. For the chemicals moving to your new site, they need to be separated and identified to where they will be moving at your new lab. It is recommended putting your move label with new location on each drawer and cabinet you need packed to help third party vendors identify what chemical it is and where it needs to be marked for at the new location. OHSU has hired a highly qualified third party vendor to pack these items. Unpacking at the new locations will be the responsibility of the staff for each of these labs.

**Please contact your Move Coordinator for additional instruction and any other questions you may have.**

If the space you are vacating has been approved by the Space Committee as a relinquishment, make sure the space meets the **OHSU Relinquishment Policy**, found at this website: <http://www.ohsu.edu/xd/about/services/cpdre/space-planning/index.cfm>