



VANCOUVER ISLAND
UNIVERSITY

Facilities Services and Campus Development

Moving Guide

for the
New Cowichan Campus

Revised: April 12, 2010

1. Advance planning for your move:

(a) General:

As you plan your move, there are several steps to consider and schedule. This guide, along with the *Moving Checklist*, highlights many of the administrative responsibilities involved with moving. As scope and complexity varies from project to project, so will the moving plans, thus the various sections in this guide may or may-not pertain to your move.

(b) Select a Move Coordinator:

You will need to select someone in your office/department to function as a *Move Coordinator(s)* for your relocation. This person will coordinate your needs, expectations and project schedule with all the groups involved in the facilitation of your move. This person will also be responsible for relaying pertinent information from the “move team” to your department. You may also assign a separate *Phone/Data Coordinator* for your group, depending on the complexity and size of the move.

(c) Overview of the move team:

You are probably already familiar with staff from *Facilities Services and Campus Development* and have likely participated in the Integrated Design Process for your new facility. However, you will be working with many other units across the institution as the move is planned and executed.

Depending on the complexity of the move, this group may include representatives from:

- Facilities Services and Campus Development (FSCD) [your primary contact];
- Information Technology, Network and VOIP Services (IT);
- Shipping and Receiving;
- Purchasing;
- Printing and Duplicating;
- Health and Safety Services (HSS);
- External moving company;
- Other external resources.

2. Members of the move team:

(a) Facilities Services and Campus Development (FSCD):

As the New Cowichan Campus is considered a *large-scale move*, *Drew Taylor* has been assigned as your *FSCD Representative* to work with your *Move Coordinator(s)* to plan and manage your move. Your *FSCD Representative* will be your main point of contact throughout the move, and will review this document and the *Moving Checklist*, with your *Move Coordinator(s)*. Your *FSCD representative* will also provide support and will respond to any questions or comments that may arise regarding your move.

(b) Information Technology, Network and Voice Services (IT):

IT and Network Service:

IT supports all networked computers & equipment. Your *Move Coordinator(s)* will need to review and coordinate the support requirements with IT. IT must be informed of any critical services (ie: support services) that need to be maintained during the move.

An important component to any computer-related move is the network programming; which includes the establishment of print groups. Your *FSCD Representative* will review this item with you as part of the *Moving Checklist*, and will connect you with the assigned *IT Representative*.

VOIP (Voice Over Internet Protocol) Telephone Service:

Each department typically has an assigned *Phone/Data Coordinator*. This person has been specifically trained in the operation & service of phone sets, and it is recommended that this person also coordinate (or at least participate in) the changes to voice services for your move.

Your *Phone/Data Coordinator* will work with your *FSCD* and *IT Representatives* to develop a plan for your new service. In most cases, phone numbers will remain the same, but other details (such as phone sets and directory updates) will need to be confirmed. Depending on the project budget, new telephone equipment may be purchased, or existing units reused.

A spreadsheet is attached to assist you in planning & managing the changes to your VOIP service. As the spreadsheet will be revised frequently, it is important that all members of the “move team” are notified of changes. This spreadsheet details the required information needed for voice programming, coordination of a physical move, field programming, TDS Updates etc.

Please make your *IT Representative* aware of any critical services that need to be maintained during the move. Old (non-VOIP) digital phone sets require special attention due to the requirement for network programming. *Note: If a digital phone set is left unplugged overnight, it may take 24 hours upon plugging-in to recover its programming.

(c) Shipping and Receiving:

For *large-scale moves* Shipping and Receiving provides support services to the overall move (eg. the delivery and pick up of packing boxes; continuation of the mail and courier services).

(d) Purchasing:

Any new or surplus furniture equipment will be sourced through the Purchasing Department. Your *FSCD Representative* will review the scope of this component as part of the *Moving Checklist*.

(e) Printing and Duplicating:

Management of photocopiers and multi-function (copy/scan/print/fax) units are the responsibility of Printing and Duplicating. As part of the *Moving Checklist*, the coordination of these items will be discussed.

(f) Health and Safety Services:

Special arrangements must be made with Health and Safety Services (HSS) if your move involves the transport or disposal of hazardous materials, such as laboratory reagents, gasoline, paints, etc. please inform your *FSCD Representative*, and contact HSS at Local 6283 or (250)740-6283.

(g) External Moving Company:

Typically a moving company is contracted to provide moving services for *large-scale moves*. Your *FSCD Representative* will coordinate your move schedule through the moving company. Any special directions or requests of the moving company must be directed through your *FSCD Representative*.

(h) Other External Resources:

Depending on the type and size of equipment in your area, specialized vendors may be required to move unique, delicate, or oversized equipment. This can be discussed with your *FSCD Representative* upon review of the *Moving Checklist*.

3. Move Day Details:

(a) Boxes:

- FSCD provides boxes free of charge (provided boxes are returned in good condition). A \$4 charge will apply for each unreturned box. Packing tape and dispensers are also available. Submit a *Material Handling & Supply Request (MHSR)* on the FSCD Website and boxes will be delivered to your current location prior to the move.
- When packing boxes:
 - On the *side(s)* of the box: Indicate the person's *name, building and room number* at the *new location* (via label) on the box. If possible, provide a floor plan on each box highlighting its delivery location.
 - Boxes should not exceed 50lbs (23kg). (If you cannot move the box, please do not expect the movers to move it).
 - Place packed boxes on the floor; do not block the room entrance as furniture is often moved first.
- After boxes are unpacked (at new location):
 - Specify an area in the building where boxes can be stacked for removal. Please remove or cut the tape on the boxes and flatten them for pick-up.
 - In order to ensure that you are credited for the cost of the boxes, your *Move Coordinator(s)* should call FSCD and specify where the boxes are to be picked up and how many are being returned.

(b) Miscellaneous items:

- Typically waste bins and recycling bins need not be moved as they are supplied in the new location – this should be confirmed with your *Move Coordinator(s)*. If these items do need to be moved, do not pack them in boxes, but rather empty and label them accordingly.
- Check with your copy machine vendor whether moving is included in the maintenance agreement; if not, this service can be provided.

(c) Furniture:

- All furniture (desks, credenzas, shelves, bins, file cabinets etc.) must be unloaded prior to the move.
- Please label all furniture with the room number where it will be located. **Note: Furniture that is not labeled will not be moved.**
- Please provide a floor plan/sketch of your new office to show the proper placement of furniture. This diagram may be taped to the door of the office, or to each piece of furniture.

(d) IT equipment:

- IT or an assigned contractor will disconnect your computers and peripherals and pack them appropriately for the movers to relocate to the new location. IT will provide packing material for this purpose. If your station has personal items attached (eg. sticky notes, photos, etc.), please remove these ahead of time and pack them with your other personal items.
- After your furniture has been reassembled at the new location, IT or the assigned contractor will return to reconnect your computer equipment and verify its connection to the network. This is typically done late in the day; they will communicate with your *Move Coordinator(s)* throughout the day to check on progress.

(e) On-site Coordination:

- It is very helpful to have *Move Coordinator(s)* at the both the existing and new location on the day of the move to direct the movers and answer questions.

(f) Special moving arrangements:

- For unique, delicate or oversized equipment, a specialized vendor may be required to provide move services. It is important to identify these pieces of equipment early in the project. If the equipment has any special services connections (such as gas, water, compressed air), these must be disconnected prior to the move, and re-connected at the new location. This will require coordination with your *FSCD Representative* and/or the external contractor.
- Please inform the *FSCD Representative* if you are using any other vendors for moving; coordination of all these activities is very important.
- The move schedule may be affected by building completion, access to loading docks, elevators, and the ability to disconnect and reconnect the equipment as needed.

- If you are moving white boards, shelves, or other equipment/furniture that is fixed to the building, please coordinate with your *FSCD Representative* to remove the equipment and reinstall it in the new location.

(g) Surplus Furniture and equipment:

- An inventory of furniture and equipment will be performed by FSCD, Purchasing and/or HSS to identify appropriate pieces for storage disposal and/or auction. This inventory will vary depending on the condition of the pieces and the project budget.
- If the surplus furniture is attached to the wall, connected to building services (eg. electrical, gas, water) or requires disassembly, please contact FSCD to coordinate the work in advance of removal.
- HSS must be contacted prior to disconnecting equipment associated (in any way) with hazardous material(s).

(h) Key /Card Access:

- The request for keys and card access will be coordinated through your *FSCD Representative*; this is covered under the *Moving Checklist*.

(i) Mail and courier services:

- Please coordinate your postal needs with Shipping and Receiving to confirm new location information is updated.
- Mail is customarily delivered to one central location in each building. Please coordinate with your *FSCD Representative* or the building supervisor to ensure that a central location for mail delivery has been established or that you have an assigned space in the existing central delivery location.

(j) Furniture and/or equipment delivery and installation:

- You may be working with staff in FSCD and/or other consultants to develop a floor plan for your new or remodeled location.
- Furniture and equipment orders must be placed well in advance (eg. 8 weeks +) of the projected move-in date to allow for fabrication and delivery. Appropriate delivery and installation schedules will need to be established, taking into account the availability of loading docks and service elevators. If you are moving into a new building and moves are phased-in over a period of time, there may be construction activity in the building or loading dock area at the time of the move, which may add to the complexity of the move schedule. Deliveries must be scheduled with these factors in mind. Your *FSCD Representative* will work with you to coordinate receiving, delivery and installation of new furniture or equipment.
- Equipment often requires connection to building services; FSCD or the building contractor will be involved, and will be coordinated through your *FSCD Representative*.

(k) Problems, modifications, additional needs:

- After you move minor modifications may be required in your new location. Please compile a list of all requests in your area/department and forward to your *FSCD Representative*. Please allow several weeks for a “settling-in period” before requesting modifications. This is especially necessary during larger, more complex moves.
- Please inform your *FSCD Representative* immediately if there are any safety concerns.

4. General Reference Information (after move-in):

(a) Facilities Services and Campus Development:

Facilities Services and Campus Development (FSCD) is responsible for the sustainable planning, development, operation and maintenance of all buildings and grounds, and includes safety, parking, cleaning and first-aid. FSCD divisions consist of:

Facilities General Office	Local 6500
Courier/Mail	Local 2388
Shipping and Receiving	Local 2365
Parking/Traffic Office	Local 6512
Sustainability Office	Local 6340

We look forward to working with you in this new facility. Your patience and cooperation during start-up is much appreciated. To obtain the best-quality service from Facilities Services and Campus Development, please submit your service requests on the work order system – emergencies excluded. In the case of emergency (such as a major leak, fire alarm, etc.) please contact Facilities Services and Campus Development immediately at Local 6500.

(b) Keys / Card Access:

To obtain new keys/access cards and to return old keys, please contact your area secretary.

(c) Phones / Computers:

For assistance or repair of phone sets and/or computers, please contact the Information Technology Help Desk at local 6300.

(d) Posters / Flyers:

Please post all notices on bulletin boards only – not on walls. Items posted on walls will be removed, as they are unsightly, and cause damage to wall surfaces. Due to safety concerns, glazed or partially-glazed doors, storefronts and/or transoms must not be covered.

(e) Recycling:

Small recycling bins are placed in each office, classroom and in general areas. Large recycling stands (with bags) will be located in designated locations within your building.

(f) Safety and Security:

- Lock all doors when leaving your office area (even if you are leaving for a few minutes).
- Ensure that your vehicle is locked and that valuables are hidden from view.
- If you notice suspicious individuals, do not hesitate to ask for identification or contact **FSCD at local 6500**. In the instance that a theft occurs, do not disturb the area; please immediately contact **FSCD at local 6500**. Keep in mind that there may be students eager to view the new building and contractors working to complete construction.

(g) Shipping and Receiving:

All deliveries of goods to the campus shall be referred to the Shipping and Receiving dock located in **Building 700** (New Cowichan Campus), **Room #198, local TBD**; and will be received & directed as required. Please do not accept any deliveries to your area.