

## Facilities Management Moving Guide

### **Advance planning for your move**

As you plan your move, there are several steps to consider and schedule. This guide lists many items that are involved in a large move; you will need to adapt the guide to meet your specific needs.

#### Select a move coordinator

It is very helpful to select someone in your office to function as a move coordinator for your relocation. This person will coordinate your needs, expectations, and project schedule with all of the groups facilitating the move. This person is responsible for sharing pertinent move coordination information with your department staff.

#### The move team

In most cases you will have already worked with staff from Facilities Management. However, you will be working with many other units across campus as you plan and implement your move. These groups may include OIIT, Physical Plant, Public Safety, Business Services and possibly outside vendors and suppliers.

#### Reminders

Reminder to update your business cards, website, social media, email addresses, etc... with your new location address.

### **Moving Checklist**

#### Coffee / Water Cooler

If you currently have a coffee maker or water cooler supplied through Paramount, a request must be entered to have your coffee maker moved to the new location. This request must be put in 1-2 weeks in advance of your move.

Contact for Coffee:

Canteen

Michelle McCall - [Michelle.McCall@compass-usa.com](mailto:Michelle.McCall@compass-usa.com)

o. 305-521-1026 | m. 786-562-1402

#### Printers and Fax Machines

Each department is responsible to contact Dex Imaging for relocation of your copiers. This request must be put in 1-2 weeks in advance of your move.

Contact:

Jackie Quintanilla - [Jackie.Quintanilla@deximaging.com](mailto:Jackie.Quintanilla@deximaging.com)

#### Office of Innovation and Information Technology

OIIT assists with moving telephone extensions and also breaking down/setup of computers.

OIIT will need verification of telephone extensions prior to the relocation. The following information is required for phone transfers.

- First, Last Name
- Extension number
- New room number

This information can be provided via a spreadsheet or annotated on the new floor plan.

Moving day: Computers will be disconnected by OIIT. All computers parts **Must be LABELLED**, all pieces (monitors, mouse, keyboard, etc...) The movers will place the computers and telephones in boxes and move them to the new location. OIIT will then arrive at the new location to assist with setting up the computers.

#### Business Services/Mailroom

Please coordinate your postal needs with David Newell at [dnewell@nova.edu](mailto:dnewell@nova.edu)

Mailroom should be notified in advance of your move, so as not to delay your department in getting deliveries.

#### Boxes

Facilities Management will walk through your current location to get a sense of how much you will be moving. They will then be able to forecast the amount of time required for your move. A reasonable amount of boxes will be provided, based on the size of your move.

- Put the room number and person's name of the new location on the box or label on the sides on the boxes.
- Boxes should not exceed 50 pounds. If you cannot move the box, please do not expect the movers to move it.
- Please put packed boxes on the floor; do not block the entrance to the office with boxes. Many times furniture is moved first.

## **Building Access**

### Keys/Building access

Please coordinate all key access with Public Safety Locksmith; this would include interior and exterior keying requirements. A locksmith work order request will need to be submitted to [locksmith@nova.edu](mailto:locksmith@nova.edu)

Locksmith Work Order Form:

[http://www.nova.edu/publicsafety/forms/locksmith\\_request.pdf](http://www.nova.edu/publicsafety/forms/locksmith_request.pdf)

### Card Access

If card access is required or needs to be changed due to your relocation, this request will need to be entered through Public Safety.

Clearance Request Form:

<http://www.nova.edu/publicsafety/forms/index.html>

## **Moving Day**

### Moving

- Provide a list who is moving, list both current and future locations.
- It is recommended that you move any personal items (i.e. radios, artwork, and plants) yourself.
- Wastebaskets and recycling bins do not need to be packed in a box. Wastebaskets and recycling bins must be empty to be moved; please label with the room number of the future location.
- The movers are not able to move copy machines.

### Furniture

- Free standing files should be unloaded prior so the movers can move them empty. Files should be packed in separate boxes.
- All furniture (desks, credenzas, shelves, bins, etc.) should be unloaded prior to the move.
- Please label all furniture with the room number where it will be located. Furniture that is not labeled will not be moved.
- Facilities will need a diagram or floor plan of your new office to show the proper placement of furniture in the office. This diagram may be taped to the door of the office.

### Special moving arrangements

You may have office or lab equipment that needs to be moved by an outside vendor. Please contact the vendor to discuss any special requirements and to allow adequate time for developing a move schedule.

You may need to work with an outside moving company or Facilities to move equipment that requires special handling. It is important to identify these pieces of equipment early in the project. If an outside moving vendor is needed, Purchasing will need to facilitate the bidding process and award the contract.

If the equipment has any special services connections (such as gas, water, compressed air), these will need to be disconnected prior to the move, as well as re-connected at the new location. This may require coordination with Facilities staff or an outside contractor.

Please inform Facilities if you are using any other vendors for moving. Coordinating all these activities is very important. The move schedule may be affected by building completion, access to the loading dock, access to the service elevator, 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 enter a Work Order to have these items removed in advance of the move.

### Environmental Health and Safety

Special arrangements may need to be made with the Department of Environmental Health and Safety (EH&S) if your move involves the transport or disposal of any hazardous materials such as laboratory reagents, gasoline, paints, etc.

EH&S is also responsible to certify the decommissioning of existing labs and certifying new lab spaces.

## **Post Occupancy**

### Problems, modifications, additional needs

After you move there may be modifications that need to be made in your new location. Please compile a list of all the requests and provide this to Facilities Management. We recommend that you allow a couple of weeks for a settling-in period before requesting any modifications. This is especially true during a large, complex move.

However, please make Facilities immediately aware of any safety issues.