

# IOWA STATE UNIVERSITY

## Facilities Planning and Management

### Move Guide

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## **Advance planning for your move**

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

If you have any questions about this guide or the move process in general, please call Planning Services at 294-5658.

### 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. You may also want to assign someone to coordinate the voice/data orders for your group, depending on the complexity and size of the move.

### The move team

In most cases you will have already worked with staff from Facilities Planning and Management to develop the project scope, budget and design for your relocation. However, you will be working with many other units across campus as you plan and implement your move. These groups may include Information Technology Services, Logistics and Support Services, Postal and Parcel Services, Procurement Services and possibly outside vendors and suppliers.

## **Members of the move team**

### Information Technology Services

IT Services assists all campus entities with moving telephone and data services. If a support contract is in place with IT Services, computer equipment will also be moved.

With the new CISCO telephone service, moving is much easier. You simply will move your existing telephone to the new location and connect to the active data jack in your new office. The computer is then connected to the telephone. You do need to update your 911 location once the move is complete by going to [www.it.iastate.edu/911](http://www.it.iastate.edu/911)

Your FP&M project manager will coordinate with IT Services the activation of the jack, but IT Services will need at least two weeks' notice prior to your physical relocation to make the appropriate changes for monthly billing purposes. This is traditionally done with the activation order from the Telephone Coordinator of the department for new jacks.

Please note that with the new telephone service, switches can be used only to set up separate data lines for computer support. If telephone service is required then there must be one data jack for each telephone. To support fax machines, a dedicated analog line must be installed/available.

If you are moving a large group or moving into a new building, contact IT Services as soon as possible to allow for adequate planning and installation time. It is important to notify IT Services of critical services that must be maintained during the move.

#### Telephone and data services:

Your departmental voice/data coordinator will work with the IT Services Networks and Communications specialists to compose and submit the order for telephone and data service at the new location. Set changes or service upgrades will be discussed.

An online order form for telephone and data services is available at: [www.it.iastate.edu/forms/voicedata](http://www.it.iastate.edu/forms/voicedata). The Networks and Communications specialists can assist with completing the order form. Please contact the Solution Center with questions at 294-4000 or [support@iastate.edu](mailto:support@iastate.edu).

#### The following information is required:

- Account numbers for installation charges; sometimes the cost is included in the project cost; please discuss this with your FP&M representative.
- Account numbers for monthly recurring charges if they are different than the current recurring account.
- For telephone moves: extension number, set type, current jack number, new set type if changing, new room location, and new jack number.
- For data moves: current jack number, new jack number, and type of service (CENET 10/100/1000 Mbps or ICENET Isolated 10/100/1000 Mbps).

Telephone and data locations should also be checked on the construction drawings to ensure that the services you need correspond to the furniture arrangement in the room. Any changes to the location, number, or type of jack(s) must be discussed with the FP&M project manager to determine if these changes can be accommodated within the project scope and schedule.

#### Moving day:

- If there is an order from the department to move the telephones, IT Services staff will disconnect existing telephones and adjuncts, remove them from the old office, and install them in the new locations. Telephone changes will be coordinated with the user to minimize disruption. Telephone service will be tested at the new location. However, if there are no set type changes, the users can move their own sets and then send the 911 location update request found on the IT Services web page.
- Data services will generally be connected and tested at the new location prior to the move. Service will be verified as the moves occur.

#### Computer Equipment (with support contract):

If you have a support contract with IT Services, your system support person will be involved in the planning process. The daily equipment move orders will be coordinated with the telephone and data moves within IT Services.

#### An overview of the computer move process is below:

- A secure room is identified at the new location where the equipment can be stored during the day. This might be a conference room or the office of a person who is moving later in the schedule.
- On the day of the move, IT Services staff will disconnect your computers and peripherals, pack them in boxes, and remove them from your office before any furniture is removed. IT Services will provide the boxes for this purpose. If your

station has personal items attached (sticky notes, photos, etc.), please remove these and pack them with your personal items.

- After your furniture has been reassembled at the new location, IT Services staff will return to connect and test your computer equipment. This is typically done late in the day. IT Services will communicate with the move coordinator throughout the day to monitor progress.

### Logistics and Support Services

Logistics and Support Services (LSS) provides moving services to all campus entities. LSS staff 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. Please contact Jared Hohanshelt at 294-1873 with questions.

Logistics and Support Services provides boxes free of charge (if the boxes are returned in good condition). If the boxes are not returned, there is a \$1.62 charge for each box. Packing tape and dispensers are also available. Please work with your FP&M project manager to have the boxes ordered and delivered to your offices.

Logistics and Support Services requests the following:

#### Boxes

- Please do not write directly on the boxes.
- Put the room number of the new location (on a label) on the box as well as the person's name.
- Put this information on the sides of the box.
- 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.

#### Moving

- Provide a list to your FP&M project manager who is moving, list both current and future locations, and organize the list by move date. They will either coordinate with Logistics and Support Services or with the moving company.
- Your FP&M project manager will provide an account code to Logistics and Support Services for the cost of the move, if it is being covered by the project. For moves not covered under the project you will be expected to provide an account number.
- If IT supports your computers, they will manage the move of your computers. If IT does not support your computers, the movers will move them; computers need be disconnected and labeled.
- 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 able to move copy machines, but please check with the copy vendor if you have a maintenance agreement.

#### Furniture

- Free standing files may be moved loaded if elevators are available in the building; if the files cannot be locked, the drawers must be taped shut.

- 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.
- Logistics and Support Services 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.

Details

- It is very helpful to have a coordinator at the current location and the new location, to direct the movers and answer questions.
- 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, the move coordinator should call Logistics and Support Services and specify where the boxes are to be picked up and how many are being returned.

The link to the Logistics and Support Services homepage is provided below.

<http://www.centralstores.iastate.edu/>

An example of a move list is provided below:

Move list						
Order	Name	Move date	Move from	Move to	Existing jack number	Future jack number
1.		3/1/2017				
2.		3/1/2017				
3.		3/1/2017				
4.		3/1/2017				
1.		3/15/2017				
2.		3/15/2017				
3.		3/15/2017				
4.		3/15/2017				
5.		3/15/2017				
6.		3/15/2017				

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 Services to move equipment that requires special handling or is just too large for Logistics and Support Services to move. It is important to identify these pieces of equipment early in the project. If an outside moving vendor is needed, Procurement Services 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 Services staff or an outside contractor.

Please inform the FP&M project manager 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 contact Logistics and Support Services or Facilities Services to remove the equipment and reinstall it in the new location.

### 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. Please call them at 294-5359 or contact them at their web page:

<http://www.ehs.iastate.edu/>

EH&S also certifies new lab spaces in coordination with FP&M.

### **Building issues**

#### Signage

You will work with the FP&M project manager to determine interior and exterior signage needs. It may be possible to reuse your existing interior signage. If you are moving into a new building new signage may be provided. If new signage is planned as a part of the project, you will need to provide a list of personnel and specific rooms requiring individual signage.

Modifications to a central building directory as well as exterior building signage may be needed if your group is moving into an existing multi-tenant building.

#### Card Access

For all new building construction, a card access system will be used to control exterior door security. If you plan to use a card access system for interior doors, please discuss this with the FP&M project manager. The cost for card access on interior doors will be borne by the requesting department. For questions regarding new installations, please contact Maggie Hamilton at 290-5200 or Matt Helgerson at 509-6928.

#### Keys/Building access

Please coordinate all security needs with the FP&M project manager; this would include interior and exterior keying requirements, as well as card access. If this is a small move and no project manager is involved, please access the FP&M homepage to order keys or card access for your new office location.

<https://www.fpm.iastate.edu/buildingsecurity/>

### Parking

If you need reserved or visitor parking, or want to know more about the availability and location of general staff parking, please contact Parking Division at 294-3388 to discuss options for your new location. Parking availability varies greatly from one area of campus to another, and there may be some difficulties meeting your request. The earlier you contact Parking Division, the better they will be able to plan and respond to your needs.

The assignment of reserved parking is finalized July 1<sup>st</sup> of each year. It would be very helpful to make Parking aware of your reserve parking needs prior to the first of July.

### Building supervisor/building hours

Each university building has a building supervisor and specified building hours. If there is an existing building supervisor for the building you are moving into, the name of this individual will be shared with you. If you are moving into a new building, a building supervisor will need to be established.

Each building has established building hours based on the needs of those housed in the building and the classrooms located in the building. Building hours will need to be reviewed, changed, or established based on the situation. Please call Facilities Planning at 294-0892 to discuss building hours.

## **Mail and Communication issues**

### Postal and Parcel Services

Please coordinate your postal needs with Bob Tott in Postal and Parcel; you may reach him at 294-4283.

#### Type of service:

There are different levels of mail service available, some buildings have the mail delivered in bulk and sort the mail themselves for the various departments in the building. Another option is to have Postal and Parcel Services sort the mail by department before it is delivered to the building. The solution may vary if you are moving into an existing building that already has an established mail delivery system, or into a new building. In either case, the mail is traditionally delivered to one central location in the building.

Please coordinate with the FP&M project manager 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 central location. You may need to request a lockable mailbox in the central mail location.

#### Delivery:

Postal and Parcel Services has established delivery routes for each building, typically stopping once each day to deliver and pick-up outgoing mail. You can request an additional stop, but the cost for this additional service will be charged to your department.

#### Addressing:

The University has a mail addressing system that uses a specific building zip code, which is the zip code plus four digits. Postal and Parcel will assign a specific four-digit zip to each department in the building.

Forwarding:

Postal and Parcel recommends that you make your associates aware of your up-coming move as soon as is feasible. Since most situations require special arrangements for forwarding, please contact Postal and Parcel Services for assistance (294-7790).

### Records Management

To ensure that all documents are mailed to the proper location, all employees should complete an address change by logging into AccessPlus, then clicking on the Employee Tab and selecting Address Information. Please include the four-digit zip code associated with your department.

### Communication

Please make all your clients and associates aware of your move dates and new location. University Relations may be able to assist in communicating your move schedule and new location to the university population in *Inside Iowa State* and online in *Today's News*.

### **Occupancy issues**

#### Furniture and/or equipment delivery and installation

For the purposes of this guide, we will assume that you have worked with staff in Facilities Planning and Management to develop a floor plan for your new or remodeled location.

Furniture and equipment orders need to be placed well in advance to meet the projected move-in date. Appropriate delivery and installation intervals will need to be established. The availability of the dock and the service elevator needs to be considered when scheduling deliveries. If you are moving into a new building and the moves are phased in over a period of time there may be construction activity in the building or outside in the dock area at the time of the move. Construction activity may complicate the move schedule.

Deliveries need to be scheduled with these factors in mind. FP&M, Logistics and Support Services, and Procurement Services will work with you to coordinate the receiving, delivery and installation of any new furniture or equipment.

Facilities Services or the building contractor will need to be involved if electrical services are being provided through the raceway of the modular furniture systems or if new equipment requires hook-ups to building services. Please allow time in the schedule for this work to be completed prior to the move.

#### 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 your FP&M representative. We recommend that you allow a couple of weeks for a settling-in period before requesting any major modifications. This is especially true during a large, complex move.

However, please make the FP&M project manager immediately aware of any safety issues.

### Surplus furniture and equipment

If you have surplus furniture or equipment to dispose of, please contact ISU Surplus at 294-7300 to discuss options and to schedule pickup. You may want to have ISU Surplus walk through and look at the equipment prior to scheduling a pick-up date. Advance notice is required so that ISU Surplus can schedule the work accordingly.

It is your responsibility to fill out an Excess Property Disposal Form (EPDF) for the transfer and disposal of all surplus furniture. You are responsible for the disposal of all surplus materials in the space you are vacating. Please contact ISU Surplus through the Logistics and Support Services link:

<http://www.centralstores.iastate.edu/surplus>

If the furniture is attached to the wall, or needs to be disassembled, please contact Logistics and Support Services prior to scheduling ISU Surplus. Also, if equipment is connected to building services (electrical, water, etc.) please contact Facilities Services at 294-5100 or coordinate with your FP&M project manager. If you are disposing of any equipment that was used in connection with hazardous materials, EH&S must be contacted.