PURPOSE
The purpose of this document is to describe the process and articulate roles and responsibilities involved for a Unit to move smoothly and efficiently on the OSU campus. The Unit is responsible for arranging and coordinating all aspects of its move. The unit is responsible for covering the costs of moving unless other arrangements are made or the move is part of a bigger project managed by Facilities Services D & C.

Definition/Terms:
- **BSO** - Business Services Operations such as recycling, surplus, moving
  - **PaCs** – Procurement and Construction Contracts
- **FS** - Facilities Services such as building repair, maintenance, improvements, and safety
  - **EH&S** - Environmental Health and Safety
  - **D&C** - Design and Construction
  - **CP&D** - Campus Planning & Development (including interior space planning)
  - **WCC** - Work Coordination Center
- **GCA** - Janitorial services contracted by OSU (gcaservices.com)

Operations that need lead-time (3 weeks or more-especially if complicated) to schedule:
- Telecom Customer Services/ IT – Computer Support Unit
- Key Shop
- Facilities Services
- Business Services Operations
- Moving Company if used
- Hazardous or special material removal
- Sign Shop

1. **Department Move Coordinator** is responsible for:
   a. Serving as the primary contact for the Unit to facilitate the Unit’s move.
   b. Coordinating with Telecom and Network Services all voice and data requests, unless another person is designated for that technical task.
   c. Arranging for BSO’s access to existing and destinations rooms/buildings for surplus pick-up and other arrangements
   d. Managing getting the Unit occupants packed, labeled, and ready to move.
   e. Coordinating the Unit’s needs, expectations, and schedule with campus operations assisting in the move.
   f. Sharing pertinent information with the Unit staff such as time schedules, resources, appropriate contacts
   g. Overseeing the furniture planning in the Unit’s new location.
   h. Updating:
      1) Building manager and building user contact lists.
      2) Mail and package delivery and pick-up
      3) Campus directory
2. Environmental Health & Safety
   a. Contact EH&S if there are any laboratory spaces to be vacated or moved into.
   b. Any laboratories or special use spaces to be vacated must adhere to EH&S protocols:
      - Laboratory Decontamination and Checkout Safety Instruction #31 (http://oregonstate.edu/ehs/sd0031) and complete applicable forms such as:
        - Lab Clearance Form: Refer to http://oregonstate.edu/ehs/sd0064 and
        - Fume Hood Clearance Form: Refer to http://oregonstate.edu/ehs/sites/default/files/pdf/LabHoodClearFrm.pdf
      - Some laboratory equipment will need to be decontaminated prior to moving or sending to BSO (Surplus Property). Refer to http://oregonstate.edu/ehs/sd0064

3. Telecom and Network Services
   a. The person coordinating Telecom Services for the unit may be different from Moving Coordinator
   b. Schedule through Telecom Customer Service by emailing (telecom@oregonstate.edu) at least 3 or more weeks in advance. Include the following information:
      1) Any new phone or data locations that will need to be wired ahead of time with new jacks (provide floor plan/ map)
      2) Existing data jacks that need to be activated in the new space (by room and jack number, and subnet or vlan)
      3) Phone moves with phone numbers, phone types, the old room and jack number, and the new room & jack number
      4) Data jacks in the vacated space that should be disabled
   c. The new location may require different phone equipment from your current equipment.
   d. The locations of the equipment, such as printers, faxes, copiers, must be coordinated with Network/Telecom Services jack hookups.
   e. Identify any equipment that has special moving requirements.

4. Computer equipment moving and set up
   a. Work with your unit IT staff for scheduling the move. Some IT units prefer to move the equipment separate from the “people” move. You may choose to put computer information on the individual room signs. See Room Sign example.
   b. Computer equipment can be moved by the moving company. Label each piece of equipment with the building and room number of the new location.
   c. Special arrangements must be made for server room installations.

5. Keys for vacated and new space.
   a. Keys of vacated room(s) need to be returned to the Key Shop within three (3) days of vacating the rooms in order for the incoming Unit to receive their keys to those room(s). Any deposit for the keys will be returned to the Unit/person who made the original key request.
   b. To obtain keys to a new room, a key request card (obtained from the Unit head or signature authority designated to issue key for the unit) must be taken to the Key Shop. The request cards need have to key number and personal information filled out. There is a minimum of $5.00 deposit per key.
   c. If the new space needs rekeying (which is usually does because of the multiple key layers), the incoming Unit will need to submit a work order request with an index number and scope of work at: http://oregonstate.edu/facilities/wcc/work-request-form
      Cost for rekeying a lock is about $55. If questions, call Facility Services Work Control Center at ext.7-2969
   d. Incoming Unit can contact vacating Unit for temporary key and access. Vacating Unit is still responsible for key(s) until they are returned to the Key Shop.
   e. Any security questions about key access should be directed to the Key Shop at ext.7-3565.
6. Repairs and/or improvements:
   a. Contact Facilities Services by completing the on-line Work Request Form found at:
      http://oregonstate.edu/facilities/wcc/work-request-form
   b. Usually, routine repairs and maintenance are covered by FS while improvements are paid for by the unit.
      1) Depending on the complexity of the work, allow for time for the work to be done. Simple refinishes of painting require at least 4 weeks. Replacing carpet takes longer, especially if asbestos abatement is required. (No carpet can be installed on top of vinyl composition tile.)
      2) Cost for space improvement to be paid for by unit requesting work.
   c. Contact GCA at 541-737-2157 for special cleaning needed in the new or vacated location, such as carpet cleaning.
   d. The condition of the space is to be left as close as reasonable to the original move-in condition, given normal wear and tear. Any repair or maintenance needed (e.g. holes in walls, carpet stains, broken items, etc.) may be billed by Facilities Services to the Unit leaving.

7. Packing Guidelines:
   a. The following guidelines will help avoid unnecessary delays and extra charges associated with a move.
   b. Packing materials, i.e. boxes and supplies, can be borrowed from BSO. Call the BSO manager at 7-7341 to arrange for them to be delivered to the Unit. Usually a workstation needs 6 boxes.
   c. Each person must take the trash receptacle and paper recycle bin from their current workstation. New receptacles will not be provided at the new location.
   d. Do not load material higher than the top of moving boxes. Make sure that the box is closed. Boxes may need to be stacked in the moving truck or hand truck.
   e. Label each box with the building and room number of the new location. Use masking tape rather than post-it notes which often come off during the move. See the attached label example.
   f. Desk drawers must be emptied if the desk is being moved to another floor or building.
   g. File cabinets. Check if the bottom drawer can remain full. If BSO is moving Unit, empty all drawers. The moving company may provide rolling file carts which are easier to manage than multiple boxes.
   h. If your department chooses to purge files prior to the move, contact Rae DeLay, 7-7341, at BSO for paper barrels and to set up a schedule for pick up.
   i. Special arrangements must be made for fragile or sensitive materials and equipment. Lab (-80°C) freezers will not be moved by BSO. Material or furniture improperly packed or labeled will not be moved.
   j. If an item is not labeled, it will not be moved.

8. Furniture:
   a. Label each piece of furniture with the building and room number of the new location. See the attached label example. **Use masking tape** as post-it notes often come off during the move.
   b. For office furniture in good condition that is no longer needed, the Moving Coordinator can check with other Units, in particular the Unit moving in, to see if any furniture can be reused without being moved very far. The furniture should be clearly labeled for the receiving Unit.
   c. If the furniture is not wanted, go to BSO website to request a pick-up. This furniture needs to be clearly labeled ‘Surplus’. http://surplus.oregonstate.edu/sites/default/files/resources/submitting-a-disposal-request-to-surplus-property.pdf
   d. Items not identified for incoming Unit nor removed within 7 days of move will be forfeited to OSU BSO Surplus Property, and BSO will bill the Unit for any fees incurred in disposal, unless other arrangements are made.
   e. For acquiring used office furniture, visit the warehouse Monday through Friday, between 8:00 and 5:00 p.m. Wednesday is not a good day when the warehouse is open to the public. The warehouse is located on the west side of the 13th St, just north of A St. (south of the railroad tracks). The furniture is reasonably price and there is no charge for delivery.
9. **Moving contents to new space:**
   a. For a few offices: BSO can move up to four (4) offices into the new location. Unit will be charged for the services.
   b. For multiple offices: Contact a moving company. Unit is responsible for paying for the moving costs.

10. **Conditions of new space**
    a. The Unit moving in is responsible for reporting any repairs that may be considered beyond normal wear and tear so arrangements can be made for the repairs to:
       (1) the departing Unit and
       (2) Facilities Services.
    b. The Unit is to adhere to Facilities Services Administrative Operating Policies and Procedures, and the University Space Committee Space Management Policy.

11. **Unpacking:**
    a. Unless special arrangements have been made in advance of the move, it is expected that packing and unpacking will be done by the Unit moving.

12. **New Signage:**
    a. Exterior building signage must be coordinated with OSU Sign Shop, 6-5562
    b. Interior building signage must follow Campus Standards.

*Approved by Facilities Services, 6/21/2012, updated 7/2/2012*