

NC STATE UNIVERSITY

OFFICE OF THE UNIVERSITY ARCHITECT

MOVING PROCEDURES

FOR BOND PROJECTS

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I ORGANIZING A MOVE:

To ensure a smooth transition to a new location, every aspect of the move should be planned in order to eliminate confusion for the movers, new occupants, and neighboring departments. This requires close attention to details such as building access, parking, elevators, keying, communications, mail service, hazardous materials, insurance and surplus property. The following is brief summary of the procedures required to perform a departmental move in an organized and coordinated manner.

1. **Appoint Department Move Coordinator for all moves:**
This person will ensure the many details affecting the move are handled. For small moves this job can be managed on a part-time basis, but for large “whole building” moves a person that can devote full time to the process would be preferred. In either case the coordinator must have the full support of the Dean or Department Head.

2. **Create Move Plan:**
The OUA Move Planner will create documents that will list all of the tasks involved in the move and create a plan and timetable for accomplishing each task. For complex moves these items can be put on a Gantt chart to help the Coordinator visually check the progress of each facet in relation to the total move (See attached sample). The **Office of the University Architect** will prepare this since it is imperative that the move schedule be coordinated with remodeling and building schedules.

3. **Establish scope of the move and select a moving company:**
Once all of the requirements of the move are determined the Move Planner will notify perspective bidders (Movers). Purchasing has established a pool of prospective bidders. Any deviation from the procedure (adding or deleting from the pool) will be at the direction of Purchasing on a requisition form (NCSU PUR-1). The process of selecting a mover from this pool consists of the following steps:
 1. Notification, by the move planner, of prospective bidders.
 2. Pre-bid conference and walk-through with prospective bidders.
 3. Request for bids.
 4. Bid opening.
 5. Appraisal of the successful bid.
 6. Approval of the successful bid.
 7. Issuance of Purchase Order (if the move exceeds \$ 5,000.00).

The Department Move Coordinator and Move Planner will schedule a Pre-bid conference and walk-through with a minimum of six prospective

movers. Purchasing has furnished the names of movers who are on the University's bidder list. Movers will conduct every aspect of the move if this is specified; however, a department is expected to do its own packing.

II COORDINATION:

Any relocation within the University will require close coordination between the different departments involved in the move. The following is a list of those departments, a brief description of their involvement in the moving process and how they impact the move. It is the responsibility of the Move Coordinator to contact the appropriate departments with ample time to insure adherence to the move schedule.

1.0 ENVIRONMENTAL HEALTH AND SAFETY:

(EH&S) <http://www2.ncsu.edu/ehs/www99/index.html>

EH&S must be advised of any move within the university. This is of particular importance when it comes to the relocation laboratories and or laboratory equipment. EH&S has prepared very specific guidelines to assure the proper disposition and relocation of hazardous materials in laboratories, shops and other areas. These can be found at the following link: <http://www2.ncsu.edu/ncsu/ehs/forms/relocation/index.htm>. In order to be ready for a move **EH&S will require notification six to twelve months before the move date.**

2.0 UNIVERSITY ARCHIVES:

http://www.lib.ncsu.edu/archives/archives_programs/archives.html

In accordance with the provisions in Chapters 121 and 132 of the General Statutes of North Carolina, the University Archives serves as the administrative memory of NC State University. Its function is to preserve records with continuing administrative, legal, and historical value to the University and make them available to departments, scholars, and all interested researchers. By centralizing these materials, the Archives promotes greater and more efficient use of such records, relieves individual offices of the responsibility of servicing them, releases considerable filing equipment and space, and reduces the fire hazard created by storing records in inaccessible areas. Moving presents an excellent opportunity to archive documents of historical importance that will not be needed at the destination. **University Archives will require at least six months notification.**

3.0 SURPLUS PROPERTY:

Moving presents an excellent opportunity to dispose of anything that will not be needed at the new destination. Furniture and equipment to be disposed off should be identified, tagged, and listed on an NCSU Surplus Disposition Form. Instructions for filing this form can be found at:

<http://www.fis.ncsu.edu/materialsmgmt/centralstores/SurplusInstr.htm>

Surplus property can be sold in place, taken to the State Surplus Property Agency, given to other departments, or scrapped. Whichever method is employed, care should be taken to keep from moving it to the new destination before disposal. The space being moved out off must be entirely vacant of furnishings and equipment by a date agreed upon by the move Coordinator and the OUA Project manager. **Contact with surplus property should be made at least 4 months before the move.**

Prior to surplusing computers NC State is obligated to remove confidential data and certain software applications from surplused computer equipment in order to maintain data security, be compliant with various federal and state regulations, and fulfill licensing agreements. To ensure due diligence, the university has implemented new procedures for surplusing computer equipment. These procedures can be found at the following web page http://www.ncsu.edu/data_removal

4.0 FACILITIES OPERATIONS:

The Facilities Operations Customer Service Center receives and assigns all requests for Building Maintenance, Refuse Collection, Mail services, Signage, Lock Shop, Elevators and University housekeeping. All building Liaisons have been provided with the BUILDING LIAISON GUIDE TO FACILITIES SERVICES. The Move Coordinator should consult and coordinate with the Building Liaison in the preparation of work requests for Facilities Services **at least three months before the move.**

4.01 **REFUSE COLLECTION:** At least 4 weeks before packing starts, arrange to have large trash and recycling bins and possibly a dumpster located near your office space. Most people who have been at the same desk for a long time have a great collection of trash and obsolete information and this a good time to clean up. Move coordinators should encourage their staff to **PURGE BEFORE THEY PACK.**

4.02. **MAIL SERVICES:** Even though campus box numbers remain the same when a department moves, the campus mail services section should be notified so they can change the route. They should be notified when to stop delivery at the old location and when to start it at the new location. A new pick-up and delivery point will also need to be established. **Coordination with Mail services should be done at least one month prior to the move.**

4.03 **SIGNAGE:** Room signage for new buildings is usually included in the construction cost and will be coordinated through the project

manager or architect. For changes necessary when moving to existing buildings, Facilities Operations should be consulted. They can supply a variety of signage in accordance with the University's signage standards. Once the signs are selected, Facilities Operations will require a work order and adequate lead-time to fabricate and install the signs, **at least three months**.

- 4.04 **KEY SYSTEMS:** One of the most important aspects of the move is the establishment of an effective keying system. While it may be possible to duplicate the system used at the old location in small moves, moving to a larger or more complex location may require a significant amount of planning. This process should take place **at least three months before the move** to allow Facilities Operations Lock Shop adequate time to order locks, cut keys, and install the system. It should be noted that large hardware systems might require several months to receive.

The Lock Shop at NC State University is responsible for providing new keys when campus departments transition into a new space. This can be a complicated process and it is their goal to deliver efficient customer service. The following is a list of the necessary procedures to obtain the proper keys for your new space.

1. Obtain a floor plan that includes door numbers for the new building.
2. Call 5-9915 to schedule a planning meeting with the Lock Shop Supervisor.
3. Determine key requirements for each employee and verify requirements with supervisor and department head.
4. Complete the Keying Layout Spreadsheet and submit to Lock Shop Supervisor no later than 90 days prior to occupancy. The Key Representative and the Dean or Department Head must sign the spreadsheet.
5. Lock Shop will review the spreadsheet and resolve any discrepancies.
6. Lock Shop will fabricate cores and cut and distribute keys.

- 4.05 **ELEVATORS:** The Facilities Operations Division is responsible for maintaining the campus elevators. They can also furnish keys to allow elevator cars to be stopped on floors while the movers load or unload. This is important because jamming the doors open can damage the elevators. Whenever elevators are used, movers must provide

adequate padding and take care to protect the walls, floors, and doors.

4.06 **UNIVERSITY HOUSEKEEPING:**

One week before the move the moving coordinator should contact University Housekeeping to insure that new space is cleaned before the relocation and that the vacated space is cleaned and all remaining trash is removed after the move is complete.

5.0 TRANSPORTATION:

The Move Coordinator must contact the Transportation Division **at least one week in advance** for assistance in controlling traffic around both locations during the move. Transportation can block off parking and enable the movers free access for their trucks and equipment. Transportation can be helpful in identifying periods of peak traffic that would adversely affect the move.

6.0 COMMUNICATION TECHNOLOGIES:

Communication Technologies service and data network connectivity requirements. Department moving should send notification email to customer_service@ncsu.edu and an analyst from Com.Tech. will meet with the department to plan relocation of their services and assist them on any new services they may desire. The analyst will give technical assistance and training to help provide for a smooth transition. It is important to note that academic units typically have their own LAN coordinators who provide computer desktop support. Administrative units get similar support centrally from Network and Client Services (NCS). The Move Coordinator must involve their LAN desktop support group early in the process to insure all network requirements are properly coordinated. See <http://comtech.ncsu.edu/> for additional information.

7.0 UNIVERSITY ASSETS:

The Capital Assets Accounting Office can furnish a printout of all for the departmental capital assets. Prior to the move, changes should be made to the printout giving the new locations of each asset. The move is a good time to conduct an asset inventory.

8.0 UNIVERSITY GRAPHICS:

All university copiers are handled by University Graphics (Wolf Copy). Movers are not allowed to relocate any copy equipment provided by Wolf Copy. **In order to relocate copiers the department coordinator must contact University Graphics at least 2 weeks before the move.**

Prior to the move, any changes in department stationary and employee business cards should be handled. **This needs to be done at least 2 weeks before the move.**

9.0 UNIVERSITY DINING.

In order to relocate existing vending Machines or order new ones, the department move coordinator is required to contact university dining at least one month before the move.

10.0 INSURANCE AND RISK MANAGEMENT

It is surprising to learn that in most states, mover's insurance amounts to no more than \$0.60 a pound, which is not enough. When moving, contact the NCSU Insurance and Risk Management Office, 515-6124, at least 3-4 weeks in advance of your move and let them advise you on how to insure your move. Insure your risk at an appropriate level whenever the amount of potential loss would be significant and when consistent with University and State policy. Insurance and Risk Management's goal and concern are that maximum protection be afforded University-owned property to prevent financial loss. Information on University insurance coverage can be found at: <http://www2.acs.ncsu.edu/insurance/cover/index.html>.

III RELOCATING HEAVY EQUIPMENT:

Occasionally there are large pieces of equipment, which must be moved by heavy equipment riggers. These Items should be identified during the programming phase of the future space and listed by the architect. Large items usually require the special skills of a rigger to safely relocate them to the destination. Some of the things that need to be considered when relocating heavy equipment are as follows:

- 1) Measure doorways, passageways, and elevators through which equipment must move.
- 2) Allow lead-time when renovations are required at the destination to accommodate the equipment.
- 3) Be sure that power, water, air, or steam lines have been disconnected before attempting to move the equipment.
- 4) Be sure that the proper services for power, water, steam, or air are available at the new location.
- 5) Arrange in advance for the removal of doors or windows to facilitate the removal of equipment.

- 6) Arrange in advance with the Transportation Department to provide a clear operating area for the riggers and their equipment.
- 7) Protect floors, walls, elevators, walks, and grounds from damage during the rigging operation.
- 8) Provide insurance coverage for the relocation of expensive scientific equipment.

It is important to remember that the employment of riggers will require a separate bidding process and involve close coordination between the movers and riggers. Since the relocation of heavy equipment often involves the disconnecting and connecting of utility services that may require design work, advance planning for the rigging and reinstallation operations should begin and end well before the move takes place. The mover will identify any item that they cannot move during the initial walk-through.

IV PACKING AND LABELING:

MOVING LABELS:

Moving labels, are furnished by the mover, and are applied to each piece to be moved to enable the movers to quickly assemble items for the destination. The Move Coordinator will distribute these and provide the necessary instructions to the staff for tagging and labeling procedures (the mover will assist in this process). The Office of the University Architect will provide drawings of the new space to facilitate the tagging process. All labels should be uniformly placed on each piece of furniture and equipment and boxes to eliminate confusion for the movers (a tagging diagram will be provided by the mover).

DESKS

Pack all contents in and on top of desks. The desks will be upended during the move. The mover will not be responsible for personal items such as money, plaques, plants, or glass items. Please move these items privately. Put all loose items such as paper clips, pens, and pencils in envelopes and pack them in a moving carton. Be sure to label both pieces of furniture such as “L” shaped desks, which will be disassembled before moving.

CUBICLES:

Pack all contents in and on top of cubicles including overhead storage cabinets and tack boards. In most cases cubicles will be reconfigured and people will move into a different cubicle. Any items that are not packed and tagged for moving should be disposed of. Cubicles should be left completely empty and any keys should be left at the cubicle.

BOXES:

Boxes will be provided by the mover or by the Move Planner. They come “knocked down” and must be assembled. The most commonly used boxes are those that can be assembled without need for tape. Be sure to properly assemble

all boxes to prevent them from coming apart. Place label on EITHER END (near handle) – NOT TOP! Cartons are stacked when moved; please DO NOT over pack. After the moves please flatten the boxes so they can be picked up for reuse.

BOOKCASES:

Remove all books and put them into cartons. Take loose shelves out and tape them together. Brackets, clips, and pins that shelves sit on should be sealed in an envelope and then taped to the shelves or packed in a carton. Do not forget to label both the bookcase and the shelves.

FILING CABINETS:

Vertical Filing Cabinets - Place label on top drawer. Be sure all pressure plates are moved forward so contents will be secured. Tape (Duct Tape) or lock drawers closed,

BE SURE TO KEEP THE KEYS!

Lateral Filing Cabinets - Place label on top drawer. If the cabinet is 2 or 3 drawers, contents can remain. With 4 or 5 drawer cabinets all contents must be removed and packed in cartons (except for the bottom two drawers). If the contents are packed, label both the cartons and file drawers so the contents can be easily identified for unpacking.

STORAGE, SUPPLY CABINETS, AND METAL SHELVES:

Pack all of the contents in cartons. Cabinet doors should then be locked,

BE SURE TO KEEP THE KEYS! If metal shelving units are connected in tandem they should be disconnected to facilitate moving. Place label on front near upper right-hand corner. Secure shelves or bundle them to be moved separately. (If moved separately, please label).

PERSONAL COMPUTERS:

Label any separate piece. Do not apply labels to the glass screen. Disconnect all cables and pack all small loose items such as cables, speakers and the control “mouse”.

OFFICE MACHINES:

Disconnect all small office machines and do not pack. Typewriters should be disconnected and carriages must be centered. Pads, covers, and loose cords for the machines should be packed in a carton. Contact University Graphics regarding the relocation of copy machines.

TELEPHONE EQUIPMENT:

Arrangements for the move of telephone equipment will be under the direction and control of Com.Tech.

PICTURES AND LAMPS:

The owner should remove all personal pictures and lamps prior to the move date. Most movers charge extra to move lamps and pictures.

MISCELLANEOUS:

Tag chair seats and pad, carpet protector, wastebaskets, etc. The labels are designed to come off easily when the move is completed. Because of this, the stickers will not adhere to some surfaces, such as upholstered chairs and sofas. If necessary, place a piece of scotch tape over label or place label on wooden or metal leg or arm.

REMEMBER... IF IT IS NOT TAGGED, IT WILL NOT BE MOVED. BE SURE TO DOUBLE CHECK ALL ARTICLES. PLEASE TAKE HOME ALL PERSONAL OR PRECIOUS ITEMS BEFORE THE MOVE AND RETURN THEM AFTER THE MOVE.

V ACTIVITIES AT THE DESTINATION:

- The Move Coordinator should verify that all offices and cubicles at the new location are labeled.
- As soon as unpacking is complete, break the cartons down and place them in a central area for removal.
- Walk the space and visit with each employee to adjust chair heights, work surface heights and make sure that everything is working— Make Record any moving damage and missing items.
- Inspect Every Lateral File Cabinet to Ensure That It's Not Unbalanced, Top Heavy or About to Fall Over—If it's dangerous, have the mover level, balance, bolt and gang it.
- Set Up and Test Your Computers as Soon as Possible Not Forgetting the Ones in Offices and at workstations where the Employees are traveling or on Vacation.
- File Damage Claims in Writing As Soon As Possible with Your Mover on His Damage Claim Form—Follow-up and confirm that he has received the completed forms. If you have University coverage, notify Insurance and Risk Mgt. at 515-6123.
- Instruct Your Employees by e-mail or Memo to Unpack as Soon As Possible; Break down and Collapse Their Cartons and Stack Them Neatly Away From the Isles—Have the mover or one of your employees remove them from the space.
- Instruct Your Employees to Place Any Item or Carton That's Not Theirs in the "Lost & Found" Room.

VI ATTACHMENTS

- 1- Move Contact list
- 2- Move Check list

MOVE CONTACT LIST

DEPARTMENT	CONTACT NAME	TELEPHONE
Environmental Health and Safety		
Hazardous Waste Manager	Rob Pecarina	515-6863
Biosafety Officer	Bruce Macdonald	515-6858
Radiation Safety Officer	Amy Orders	515-5208
Process Hazard Review	Ken Kretchman	515-6860
Fume hoods	Kyle Bowen	515-4190
Equipment Safety	Ken Kretchman	515-6860
Facilities Operations		
Customer Service Center	Information	515-2991
University Housekeeping	Debra Fowler	515-9816
Refuse Collection / Recycling	Nessa Stone	515-9421
Elevators	Fred Hepding	515-9850
Lock Shop	Jeff Thomas	515-9915
Mail Services	Glenn Horton	515-9860
Sign Shop	John Smith	515-9905
Wolf Copy	Lisa Pittman	513-2793
University Graphics	Lida Gardner	515-2132
Communication Technologies	Gerry Tibbetts	513-3175
	Trish Palmer	515-8533
	T. J. Buffaloe	515-4575
Transportation	Slade McCalip	515-1605
	Carl McGill	515-1600
Surplus Property	Sarah Denig	515-2211
	Jim Hansen	515-2198
Design and Construction Services	Greg Williams	515-6266
Office of the University Architect	Claude Kerley	513-2267
Purchasing	Blain Woods	515-6885
Mover Contracts and bidding	Ronda Barns	515-2081
Interior Design and Furniture systems		
University Archives	Todd Kosmerick	513-3673
	Pat Webber	515.2273
Insurance and Risk Management	Julie Brown	515-1540
Supplemental insurance for moves	Carol Harrell	515-6123
University Dining Vending Machines	LeVon Jenkins	513-3016

MOVE CHECK LIST

6-12 MONTHS BEFORE MOVING DAY

Department/College Moving coordinator

- Assign Department moving coordinator
- Assign office space
- Coordinate with Environmental Health & Safety (EH&S)
Review EH&S Lab Move Procedures check list
- Coordinate with University Archives

Facilities Division

- Prepare move Schedule and choose the move day
- Coordinate inventory of existing furniture
- Coordinate furniture purchase if required
- Send Purchasing request for moving services
- Schedule pre bid walk through with moving vendors
- Coordinate selection of moving vendor with Purchasing

3-6 MONTHS BEFORE MOVING DAY

Department/College Moving coordinator

- Submit life safety plans for new facility to EH&S
- Review EH&S lab startup requirements
- Arrange for additional trash/recycling disposal
- Set up cleaning service
- Arrange for copier move or buy new equipment
- Order keys, access cards
- Coordinate with surplus property (Sell old equipment, furniture etc.)

Facilities Division

- Coordinate furniture delivery
- Coordinate furniture installation with power and data requirements

1-2 MONTH BEFORE MOVING DAY

Department/College Moving coordinator

- Create new office layout map (to be done by individual user)
- Create new office extension directory
- Order new stationery
- Order new business cards
- Order new business forms
- Purge old, obsolete materials
- Create new office extension directory
- Obtain moving crates/cartons
- Update Web site with new information as required
- Notify Mail Services of Change of Address
- Back up computers

- Store property that will not be moved
- Tag furniture to be moved
- Tag items for surplus storage
- Inventory existing computers
- Contact University Dining for Vending machine requirements
- Contact Insurance and Risk Mgt. for supplemental insurance if needed

Facilities Division

- Verify phone line installation schedule
- Code new office space on a map for movers

1-3 WEEKS BEFORE MOVING DAY

Department/College Moving coordinator

- Pack up desks, personal spaces
- Pack up common areas
- Distribute new keys, cards
- Collect old keys, cards
- Empty, defrost and clean refrigerator
- Order dry ice and coolers for items that may require continued refrigeration.

Facilities Division

- Coordinate move of systems furniture
- Coordinate truck access with transportation
- Coordinate protection of main moving paths and elevators

MOVING DAY

Department/College Moving coordinator

- Assign room to be used as lost and found
- Post coded signs in new office for movers
- Move plants and personal items

Facilities Division

- Final inspection of former location