UCF

Department Moving Guide

Version 1.01

Overview

The information in this guide outlines what must be done and what can be expected with regard to an office move. People move offices for a variety of reasons: building renovation or construction, organization re-structuring, and new staffing requirements. Moving office furniture, supplies and equipment involves a coordinated effort by the department(s), Space Planning Analysis and Administration (SPAA), Finance & Administration, Office of Instructional Resources (OIR), and UCF IT. These guidelines have been developed to help ensure a successful move experience for everyone involved. By following these steps, all parties will be able to successfully move their furniture, supplies, and equipment on the agreed-upon date and in the agreed-upon time frame. Following these instructions will also ensure that furniture, equipment, and supplies are not lost or misplaced during the move. Employees are responsible for packing and unpacking their own office and workstation contents. Each department participating in the move must determine a Move Coordinator. Another consideration during a move is the funding source for moving expenses. In most cases, moving departments are responsible for individually procuring moving services and supplies. Every move is different, but these general guidelines will assist departments in navigating a move.

Contents

Who Does What

A move is a coordinated effort between many UCF departments and their various divisions. Below is a general idea of what each stakeholder is in charge of, as well as a link to the department or division's website for further information.

*Please note that these guidelines are meant for use by UCF Departments only.

*Some services may have charges associated with them. These services are marked with an asterisk below. For more information on these charges, please contact the listed department.

Administration and Finance

Facilities and Safety

Facilities Planning & Construction
- Renovations & new building projects*
- New furniture associated with the project*
- Post-move minor projects *

Resource Management
- Move coordination assistance
- Moving supplies*
- Surplus property
- Postal services

Facilities Operations
- Move-related needs associated with fixtures in current UCF buildings
- Disconnecting specialized equipment*
- Keys / building access*
- Recycling and refuse removal*

Utilities & Energy Services
- Starting and stopping of energy services

Department of Security & Emergency Management
- Electronic door-access control*

Emergency Health & Safety
- Hazardous material management / removal*
- Safety standards for moving
- Specialized equipment moving*

Procurement Services
- Moving company selection / guidelines

Business Services
- Copier moves that are covered under Copier Services' contract

Finance & Accounting
- Tagging and reporting tracked UCF assets
- Assigning room locations in UCF Financials

Records Management (VP for Administration)
- Record destruction approvals*

Office of Instructional Resources
- Classroom audio / visual equipment design*
- Supported classroom audio / visual equipment move assistance*

- Supported network infrastructure*
- Telecommunication moves and systems*
- Post-move hookups*

Space Planning Analysis and Administration (SPAA)
- Allotting and approving the purpose of university space

Move Coordinator

A Move Coordinator will be the department's liaison between those being moved and all other entities involved in the move. Each department should select a Move Coordinator near the beginning of the move planning process.

It is the responsibility of the Move Coordinator to record and relay the following;

- Who is moving where?
- What physical items are moving?
- How, and by whom, are the items being moved?
- What are the various timelines associated with the move?

Move Coordinators should make alternative plans for any employee on vacation or leave. Depending on the size and complexity of the move, a list of Move Coordinators may be created and maintained by Resource Management.

Personal Items

The University is not responsible for moving personal items. It is very important that personal items of faculty, staff, and students are handled directly by the owner of the item, and nobody else. For this reason, it is wise to address these items early in the process, so there is no confusion as the move process progresses. No moving company hired by the University, nor the University itself, will be liable for damage to personal items.

Prior to Move

The department's Move Coordinator should use the following steps to help orchestrate a smooth move. For the purpose of this guide, we will assume that the department has worked with Facilities Planning & Construction to develop a floor plan for moves involving new or remodeled locations.

Identify & Assign

Move type

Most moves will be funded by the department. Procurement Services has a list of contracts with moving companies that may make the selection process easier. Other costs associated with a move, which may include document destruction, moving supplies, and specialized equipment moves, should also be considered. In rare cases where the university provides moving costs, some or all of these may be covered.

Tagged Assets

Property & Inventory Control will need to account for any tagged assets that are included in the move. Prior to a move, the Property Custodian (PCT) should contact the Property & Inventory Control department and request a list of assets associated with the move. Property will scan all assets prior to the move, and suggests that departments take photos of their assets prior to the move to document any damage that could occur. If a move is occurring at the end of the fiscal year, and a PCT's assets were scanned at the beginning of the fiscal year, they are encourage to have Property scan the assets being moved again to verify that they were on hand at the time of the move. This protects the department in case an item goes missing during the move process. Once the assets have been moved and unpacked in their new location, it is the PCT's responsibility to have the assets scanned again at the new location. This updates each asset's location and helps to identify any assets that were lost or misplaced in transition.

If multiple departments are moving at the same time, Property can arrange to have a Property Manager come out to the new location within two weeks of the move (allowing time to unpack assets) and perform a mass scan of the building with all of its PCTs. It is important that the Property Manager understands they need to be responsive to our requests to tag the assets in a timely manner. Any assets not tagged within 20 days of receipt are subject to a $50 penalty for each month they are not tagged.

Records & Documents

As the University moves further towards digitizing records, newer buildings are allotted less space for the storage of paper documents. To ensure that a department's current records storage needs are satisfied by the new space, and to avoid costly off-campus storage options, it is very important that departments understand when records can be properly destroyed. Each department or area should have a Records Custodian Liaison to assist faculty and staff in this endeavor. Records approved for destruction can be disposed of through Resource Management.

Sensitive Documents

Every employee is a Records Custodian. Individuals and departments that have sensitive documents must take extra precautions to ensure that they are handled properly. The Move Coordinator must be familiar with the policies of any selected third-party movers that will be handling these documents. Boxes containing sensitive documents should always be packed and sealed by the Records Custodian.

Vacated Space

Moves often create vacant space that will be occupied by another tenant, repurposed for a different use within the university, or turned over to a third party. It is important to work with Space Planning Analysis and Administration (SPAA) to determine if the new tenants will need the furniture or other items that are in your current space. See labeling instructions below for guidance on these items.

Furniture & Fixtures

Moves associated with a new building or renovation will most likely include provisions for new furniture. In these cases there should be little or no need to move furniture. If a newly furnished space will require any furniture from the department's former location, approval will be required by the Space Committee to make sure that university standards are being upheld. In cases where furniture will be moving, identify and label items according to the labeling guidelines below.

Utility Needs

On Utilities & Energy Services' website, there is a link to start and stop services. Please visit this page to make any changes to your electric, natural gas, chilled water, potable water, irrigation / reclaim, and wastewater services.

Electronics Supported By UCF

Begin planning your technology needs early to give the various technology support entities on campus time to review the scope of your move. Copiers supplied by Business Services can be moved by contacting Copier Services. Both OIR and UCF IT can provide disconnection and connection services, but generally do not physically move items from one location to another. Please see below for specific instructions from these two departments:

UCF IT (Telecommunications)

- All telecom work including phone moves must be coordinated well in advance.
- A Telecom Request Form (TRF) must be submitted.
- Contact the UCF IT Support Center at x3-5117 to begin the process.

UCF IT (Other)

- Allow for a minimum of three weeks advance notice for proper planning.
- Compile a complete list of all technology-related items and tag each item with the new location identified.
- A drawing or similar document depicting the sitting arrangement and location of equipment should be placed in the new office.
- Contact the UCF IT Support Center at x3-5117 to begin the process.

OIR

- Requester will need to put in an OIR work order at least 30 days prior to the move.
- After a site visit, OIR will provide a scope of work (SOW) and an estimate.
- There will be a cost associated with this service, which will be dependent upon the scope of work for the requested space.
- OIR will test all equipment prior to disconnection and removal, and then again during reinstallation.

In some cases, decisions may have been made to upgrade outdated technology. The planning phase of your move is the proper time to arrange for any training your faculty and staff may need on new equipment. There may be existing examples of your new technology for demonstration in other parts of the university, so check with the supporting entity about access to new technologies.

Specialized Equipment

The moving needs of specialized equipment can range from simple (requiring EH&S clearance) to as complicated as having the original manufacturer come in to move the item(s). Move Coordinators should discuss the needs of any specialized equipment with the parties' involved (principal investigator, property custodian, building manager, etc.). In many cases, work will need to be done inspecting and disconnecting these items far in advance of a move.

Common Areas

Common areas, file rooms, labs, libraries, etc. should be packed by the department(s) that share the space. Conversations should be started early amongst those who share an area and identify which department's Move Coordinator will be in charge of the space.

Keys

> For keys to the new space, please make sure that you have consulted the University Key Policy. The current list of Key Manager Security Access Representatives (KMSARs) as well as change request forms can also be found on the Facilities Operations' website.

Postal Service Changes

> The Move Coordinator should send the list of where employees are moving to the Postal Services Department so that mail can be properly redirected. Please see the UCF Postal Guide for more information on postal procedures.

Purge & Surplus

Items that will not be moving and have no use to the future tenant should be identified early and entered as surplus property by the property custodian, according to surplus procedures. Please keep in mind that these items will still be susceptible to a ten business-day adoption period prior to being available for pickup by the surplus team. This also means that once an item has passed the adoption period, the surplus team will attempt to make a pick up, so please make sure there is no longer a current need for the item. Even items that may appear to have little or no value should be surplused, as they could still be useful to another department. To help encourage adoption, take good pictures of the items being listed as surplus. At any point during this process, UCF Recycling can arrange for special drop-off of recycling and waste containers. Please also note that lightbulbs, batteries, and any other hazardous wastes are handled by EH&S.

Label & Pack

Packing and labeling is the responsibility of those being moved. **Items and boxes that are not labeled will not be moved.** It is important that labeling is uniform. A label template that works with Avery 5164 sized self-sticking shipping labels is available from Resource Management. These label sheets, tape, and a few different box sizes are available for purchase in Central Stores if needed.

Move Coordinators should pre-print labels for each room based on an assessment of how many boxes / items will be moved. All information on the pre-printed labels should be filled out, including the contents description, current building and room, new building and room, as well as the Move Coordinator for your area. Please pay special attention to the description of contents section, so that in the event that the label falls off, there is chance it can be reunited. Keep in mind that humans will be lifting these boxes, and try to keep the weight of each box reasonable (under 70 lbs.). Please also make sure that all boxes are sealed with tape by move time.

Items that have been designated to stay in your current space for use by the next occupant can be labeled with a red "STAY" sticker, which will be provided by Resource Management.

During the Move

A final walkthrough should be arranged by the Move Coordinators as close to the move date as possible to make sure that everything is labeled clearly. During complex moves with multiple Move Coordinators, Resource Management may be contacted to arrange the walkthroughs. In some cases, a department may elect to self-move, in which case UCF safety procedures should be followed.

Departments should decide how and where faculty and staff should be during a move, to ensure that move goes smoothly and to minimize liability to the university. The Move Coordinator should also be prepared to

have easy access to any materials that might be needed during the move, such as plans and contacts, since in many cases the Move Coordinator will be moving as well.

After the Move

Items Left Behind

Departments should make every attempt to use the highest level of proper recycling and reuse for any unwanted items, prior to the move. Once all labeled office, electronic, and specialized equipment has been moved, **any items left behind may be considered abandoned and therefore subject to fees for removal.**

Unpacking

As with the packing, any unpacking should be handled by the department. The Move Coordinator will need to arrange for centralized collection locations of any moving supplies that need to be returned to vendors, or properly disposed of. Safety requirements should be followed when identifying these locations, including ensuring that they do not block methods of egress. There are often time limits as to how long vendor's supplies can be returned without penalty.

Connections

By this time in the process, UCF IT, Copier Services, and OIR should have been contacted, and the reconnection of supported electronics should have been scheduled. Continued communication with these entities is important for follow-up on training staff on new equipment.

Changes After Moving Day

By move-in time, any major Facilities Planning & Construction (FPC) projects associated with the move will likely be closed. Therefore, changes to furniture, fixtures, or other built-in features will need to be handled as a minor project through FPC. Certain changes require approval from the UCF Space Planning, Analysis, and Administration (SPAA). The building liaison can direct any concerns related to the building's operation to Facilities Operations.