

UB on the Move

**University at Buffalo
Capital Facilities & Space Planning
September 16, 2008**

UB on the Move

Part One –General Information

Introduction:

This manual was created to explain the processes and procedures involved in the moving of a UB campus unit from one location to another. The manual will address individual tasks including scheduling of moving services, provision of moving materials, special requirements for moving telephones, computers and copiers, acquiring keys and new signage. Moves can be time consuming, confusing and a stressful time for all involved. The intent of this manual is to help make the relocation process a more organized and efficient event and a positive and successful experience. Please contact Office of Capital Facilities and Space Planning at 645-2072 with any questions you may have.

There are two types of moves: rehab/renovation moves and departmental responsibility moves.

- Those requiring rehab/renovation will have a construction Project Manager assigned by Facilities Planning and Design to assist the unit through the various tasks required.
- Departmental moves can include anything from moving a desk across a room to relocating an entire department. The details of these moves are the responsibility of the moving Department.

Move Coordination:

Throughout this manual, there is mention of specific departments that need advance notice of a unit's relocation. It is recommended that the moving unit designate one person to be the Move Coordinator. This person will interface with all campus personnel and vendors involved with the move process and should be onsite during the move to provide direction. It is important to the success of the move that all procedures and forms be completed well in advance of the move.

Financial Responsibility:

Typically, Moving Services does not charge for moving units. However, in new construction and rehab/renovation projects, the move expenses are built into the overall project budget.

Campus Notification Directory:

For your convenience, we have provided a Moving Checklist at the end of this manual with contact names, phone numbers, email addresses and URLs for on-line services.

Part Two – Services and Procedures

Environmental Health and Safety (EH&S):

- EH&S must be contacted for all laboratory moves or for any moves with equipment containing Freon or potentially hazardous materials. Please contact an EH&S representative at 829-3301. For a list of all EH&S services, consult their website at <http://www.ehs.buffalo.edu>.
- EH&S may be contacted to provide testing and consultation if the move-in process will potentially disturb building materials that may contain asbestos.
- Laboratory Moves
 - Contact EH&S early in the process to receive specific guidance on the packing and moving of potentially hazardous materials. EH&S will conduct an investigation at the site of movement with lab personnel.
 - EH&S also provides guidelines for moving refrigerators, water coolers, air conditioning units, dehumidifiers, scientific equipment with compressors. It is critical that the facilities and equipment are appropriately decontaminated to ensure that the staff and students are not exposed to any residual chemical, biological or radioactive materials.
 - There are two policies that provide direction on the proper ways to clean and deactivate contaminated equipment and laboratories, and approved labeling to certify that the decontamination is complete. The policies are located on the EH&S website at <http://www.ehs.buffalo.edu>. Their titles are “Laboratory Equipment and Release” and “Laboratory Facilities Release”. You are also responsible for the cleaning and sanitation of laboratory counter tops before moving out of the space.
 - After completing the investigation and ensuring the safe condition of the equipment, EH&S will affix a sticker to the equipment which indicates the equipment has been approved for movement. Equipment can not be transported without these labels.
 - For disposal items containing Freon, a disposal form should be filled out. <http://www.business.buffalo.edu> Moving Services will move the equipment to the Beane Center, where an outside vendor is responsible for removing the Freon and disposing of the equipment. There is no charge associated with this service.
 - **NOTE: REFRIGERATORS USED ONLY FOR FOOD STORAGE FROM OFFICES DO NOT NEED TO BE INVESTIGATED AND CAN BE MOVED BY MOVING SERVICES.**
- EH&S follows regulatory policies on chemical hazardous waste disposal, disposal of radioactive materials, regulated medical waste disposal, and the posting of labs using radioactive materials. They can also provide guidance for packing chemicals for the move, transporting and storing compressed gas cylinders. Cylinder Movement forms can be requested from the Helm Warehouse by calling 645-2075 extension 104.

- EH&S also provides the hazard warning signage and contact information on each laboratory door or other locations where hazardous materials are stored. This signage is critical in responding to emergency situations. Laboratory units being relocated should contact EH&S prior to any laboratory move to provide updated signage. Any modifications to laboratory safety systems such as eyewash/shower stations or laboratory fume hoods should be brought to the attention of EH&S.

Facilities Trades and Other Support

Moving Services

- Contact 645-2025 from any campus phone or Moving Services at 645-2075, extension 123 to schedule your move or to request packing materials. The pickup of surplus and scrap materials can also be arranged by Moving Services.
- It is the responsibility of the unit moving to package all items that will be moved. Although Moving Services does not offer packing services, they will be happy to offer advice on packing procedures.
- Packing materials, such as boxes and tape can be ordered from Moving Services for a fee. When packing use smaller boxes for heavy items and larger boxes for lightweight items (If you can't lift it, the mover can't either). Fill boxes only to the top, fold down and tape shut all flaps. Each box must have a "ship to" label placed on the side (not top) of the box. Packing materials should be ordered one week in advance of packing. Please allow at least a month for the scheduling of Moving Services.
- Lateral filing cabinets must be emptied by the department before the scheduled move. All executive top desks must also be emptied. Vertical filing cabinets may be moved full. Some standard-sized desks for in-building moves may not need to be emptied. You may inquire about this requirement when you are scheduling the move. Bookshelves, cabinets with or without doors, and credenzas must be emptied. Chairs, tables, and lamps may be moved as they are. Pictures, mirrors, and plants may require special attention. Moving Services can provide you with special instructions to move these. Library carts may be helpful for some moves. Please inquire about their use for your move.
- Modular furniture and some desks must be disassembled before the move and reassembled after the move. Carpenters can be scheduled through a work order by dialing 645-2025 from any campus phone or by requesting a work order on-line at <http://wings.buffalo.edu/services/fac/workorder.htm>. These services are fee-based.

Electrical Services

- Electrical work, such as upgrading power for equipment or adding/moving power outlets, can be scheduled by contacting Customer Service at 645-2025 from any campus phone.

Lock and Key Requests

- Lock and key changes will be handled by rehab project managers. If the unit is conducting an interdepartmental move, requests should be directed to 645-2025 from any campus phone or <http://wings.buffalo.edu/services/fac/keyform1.pdf>. Lock and key requests are fee-based and some requests may take up to two to four weeks depending on current backlog.

Signage Requests

- The rehab project manager will handle signage changes associated with the work. Inter-unit moves should direct interior signage requests to the following website: <http://apb.buffalo.edu/space/pdf/InteriorSignageOrderGuide.pdf>.
- Exterior signage requests should be directed to: <http://wings.buffalo.edu/services/fac/fpd/forms/signform/signform.htm>. Exterior signage requests require five to eight weeks before signage materials can be produced. These requests are typically fee-based.

Cleaning Services

- Contact Customer Service at 645-2025 for the cleaning of new or vacated areas.

Recycling

- If you anticipate that much paper, paper products, and books will be discarded prior to your move, please contact Facilities Operations Recycling Department at 645-5958 for assistance in recycling these products prior to the move.
- In support of UB Green, we will pick up reusable packing boxes for future use. If not reusable, please place cardboard into the blue recycling bins provided throughout the campus.

HVAC Services

- To insure your new office space is provided with adequate heating and ventilation the Chilled Water Plant (CWP) at the north campus or the MacKay Heating Plant at the south campus requests that you contact one of them to discuss your HVAC needs. Please e-mail the CWP at cwpoperator@facilities.buffalo.edu or mbroperator@facilities.buffalo.edu for further information. By providing your normal business hours for each day, HVAC systems can be adjusted to accommodate your needs while reducing energy consumption and utility expenditures. You may also convey any special heating or cooling requirements that may exist for your area.
- Problems can occur after hours that may require immediate attention such as leaking or broken pipes. Please provide a contact list of individuals including their home/cell phone numbers indicating the order of the contact tree. If your move includes restrictive access by special keys, locks swipes or other access controls, please provide direction on how best to obtain access after business hours or during inclement weather.

Inventory Services

- When a move is completed, no equipment or materials can be left behind. Items that are still usable should not be thrown away. Procedures are available through Inventory Services to properly dispose of departmental assets. Inventory Services can be contacted at 645-5000 extension 1111 or visit their website: <http://www.business.buffalo.edu> Click on *Administrator* then *Property*.
- Assets which have no further usefulness within the department for which they were originally obtained should be reported on a *Surplus* form. The surplus policy and forms can be found at: <http://www.business.buffalo.edu> Click on *Administrator* then *Property*.
- Items in "Poor/Scrap" condition (including computers, printers, and monitors) must be submitted on a *Disposal* form. The Disposal form can be found at: <http://www.business.buffalo.edu> Click on *Administrator* then *Property*.
- UB Swap can be contacted at: <http://wings.buffalo.edu/swap>

Storage of Materials (Helm Warehouse Only)

- Helm Warehouse is a receiving facility with limited accommodations available for short-term storage. After 6 months, department will be contacted to inquire about the disposition of their stored materials. Regretfully, items such as refrigerators, freezers, glass items, hazardous waste materials and boxed files cannot be accepted.
- Departments should contact the Warehouse Manager at 645-2075, ext 109 and provide a list of items for storage. Tags will be sent to the department for completion and must be secured to the item. Information should include the name of a contact person and their phone number and an account number. (Your account will not be charged; we use this information for in-house tracking only.) The requesting department should then call Customer Service at 645-2025 to arrange for a convenient pick up time.
- Moving Services will contact the moving unit for a convenient time to pick up items. Please understand that Moving Services requires that proper paperwork is completed before any items can be moved.

Data and Telephones

- Projects involving new cabling require 25 business days from the date of the request and 10 business days where no cabling is required. If the move is part of a rehab project, the project manager will handle these duties. On moves where there is no rehab, the moving unit is responsible for these actions. All data and telephone installations are fee-based.
- On the Operational Support Services (OSS) website: <http://www.oss.buffalo.edu>, under "Installations" there are links to Communications Installation Services

(Data) and Telephone Installations (Telephone). The “Request Service” link can be used to order both data and telephone service.

Computers

- Computers must be disconnected and disassembled prior to being moved. Unit IT services/nodes may be available to assist in this process before the move and for reassembly after the move. It is strongly recommended that all computer files be backed up to ensure data integrity.

Copiers, Printers, Fax Machines, and Other Office Equipment

- If you have a service contract, please contact the vendor first to inquire about moving instructions for all copiers. Sometimes to maintain your contract, the service contractor provider requires they move the copy machine. All copy machines must have inks/toners and liquids removed prior to the move. If printers are to be disposed of, the ink cartridges should be removed. Typewriters, fax machines, and any other equipment should be disconnected prior to being moved.

Security Systems

- Please contact your Security Services vendor to transfer your service.

Campus Mail Services and Campus Address Changes

- To have mail delivery directed to your new location, units should contact Campus Mail Services at 645-2745 or campusmailservices@business.buffalo.edu . They will provide information on points of delivery, mailboxes, mailbox keys and other issues.
- Address changes are done by a designee in your department that has access to the EPTF (Electronic Personnel Transaction Form System). Each employee’s office location and phone number will need to be individually changed and submitted through this system.

Payroll Delivery

- The delivery of payroll checks to new locations can be arranged by contacting the appropriate payroll office: State, UBF, RF. Please allow up to one month for the change in payroll to take place.

UB Online Phone Book Directory (LDAP)

- To update telephone numbers and mailing addresses for relocated employees, go to the UB On-line Directory at <http://www.buffalo.edu/directory/>. After searching for the employee, double click on the name, and then click “Update User-Supplied Information”. Each employee must be updated separately.
- The department representative should also update the department’s entry to include all changes.

Stationary, Envelopes, and Business Cards

- New business paper products should be ordered one to two weeks prior to your move. Commercial printing services can be engaged or contact UB Print Services at <http://wings.buffalo.edu/print/>.

Space Inventory Updates

- All rehabs and renovations will be introduced into the Physical Space Inventory by Facilities Planning and Design. Exchanges of inter-departmental space not involving rehabs and renovations should be updated by the department during the semi-annual space inventory process.

Updating Departmental Websites

- The webmaster for each department is responsible for making any necessary changes that reflect the departmental move.

Contact Information

(Alphabetized)

Campus Mail Services

1 Campus Mail Center

645-2743

Fax 645-3937

http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/home_pages/displayhome.cfm?hp_id=CampusMail&ext=.cfm

Capital Facilities & Space Planning

106 Fargo Quad.

645-2072

Fax 645-3799

<http://apb.buffalo.edu/space>

Environmental Health and Safety

220 Winspear Avenue

829-2401

Fax 829-2704

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

Facilities Operations Customer Service

120 John Beane Center

645-2025

Fax 645-5965

<http://wings.buffalo.edu/services/fac/>

Inventory Services

208 Crofts Hall

645-2619

Fax 645-6546

<http://www.business.buffalo.edu> Click on *Administrator* then *Property*.

Moving Services

Helm Warehouse

645-2075 ext. 123

Fax 645-2934

<http://wings.buffalo.edu/services/fac/fo/buildings.htm#moving>

Operational and Support Services

103 Computing Center

645-6600

Fax 645-3081

<http://www.oss.buffalo.edu/>

Moving Checklist

To insure that all of the myriad details of a move are attended to, the moving unit should assign an individual as Move Coordinator. Additionally, if the move involves a rehab/renovation, Facilities Planning & Design will appoint a Project Manager. Please assign the following task responsibilities to the Move Coordinator (MC), the Project Manager (PM) or (NA) for not applicable. Note that some of the tasks are always the duty of the Move Coordinator, so those boxes are pre-designated.

Environmental Health and Safety

- | PM | MC | NA | |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Potential hazardous materials? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are there laboratories and equipment to decontaminate? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is approved labeling on all equipment? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Compressed gas cylinders being transported or stored? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are there chemicals to be packed for the move? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Laboratories and storerooms with hazardous materials must have appropriate hazard warning and contact information signage on their doors. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Modifications to laboratory safety systems such as eyewash/shower stations or fume hoods must be brought to the attention of EH&S |

Moving Services

- | PM | MC | NA | |
|--------------------------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine the size of the moving project and consult with Moving Services. They will determine the most efficient method for the move. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine the number of boxes required for each space. Order the appropriate boxes and tape from Moving Services. Have each occupant label the boxes with room destinations placed on the side (not top) of the boxes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Library carts may be substituted for boxes on some moves. Please inquire about their use. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Check with manufacturers and vendors of copiers regarding moving of equipment. |

Facilities Operations

- | PM | MC | NA | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule carpenter or vendor to disassemble work stations. Schedule for post-move and reassembly of furniture. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact Customer Service regarding Electrical Services needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Order lock and key changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Order interior and exterior sign changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact Customer Service regarding Custodial and Recycling Services. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact Utility Operations regarding HVAC requirements. |

Inventory Services

PM MC NA

Contact Inventory Services to surplus, dispose, or swap items.

Other

PM MC NA

- Order new data connections and telephones.
- Schedule IT Services/nodes to disassemble and move computers.
- Contact Security Services.
- Contact Campus Mail Services to redirect departmental mail.
- Utilize Electronic Personnel Transaction Forms to employee's telephone numbers and location.
- Contact State, UBF, and RF payroll office to redirect payroll.
- Update employee and departmental information through the UB Online Phone Book Directory (LDAP).
- Order new stationary, envelopes, and business cards.
- Update Physical Space Inventory.
- Revise departmental websites.

Appendix Frequently Asked Questions

**Here are some questions we have heard over the years in processing of
scrap/surplus items no longer needed or wanted.**

Definition of Surplus and Disposal:

Surplus items are those items that are in *fair* or *good* condition and could be used by another department (with the exception of computers, printers and monitors, which need to be on disposal forms).

Disposal items are those items that are in *poor* or *scrap* condition and are no longer of use to any department.

How do I get rid of assets that my department no longer wants, but that another department could use?

Submit items on a Declaration of Excess/Surplus Assets form to the Inventory Services office at 208 Crofts Hall, North Campus. This form can be acquired by contacting Inventory Services at 645-5000 x1111, or by accessing the Inventory Services web page at <http://www.ubbusiness.buffalo.edu>. Click on Administrator, Property, Excess/Surplus, then click the link for the form. You can print the form at this point. Then simply complete the form and return them to Inventory Services. They will then send out surplus tags to the department. The requesting department must attach the completed tags to the surplus item(s). The department then sends the forms from Inventory Services to Customer Service to have a work order created for Moving Services to pick up the items. Moving Services will then contact the department to arrange for a suitable time to pick the items up and deliver them to Helm.

How do I dispose of items that my department no longer wants?

Submit items on a Request for Disposal form to the Inventory Services office at 208 Crofts Hall, North Campus and to Customer Service at 120 Beane Center (Fax: 645-5965). These forms can be acquired by contacting Inventory Services at 645-5000 x1111, or by accessing the Inventory Services web page at <http://www.ubbusiness.buffalo.edu>. Click on Forms at bottom right of the home page, then type in either Disposal or Surplus. You can print the form at this point. Then simply complete the form and return them to Inventory Services. The requesting department must attach a copy of the disposal form to the item(s) to be disposed of. The department then sends a copy of the form to Customer Service to have a work order created for Moving Services to pick up the items. Moving Services will then contact the department to arrange for a suitable time to pick the items.

How soon should I start the surplus/scrapping process, and how long does it take?

As soon as you can, in fact, the sooner the better. Inventory Services require a minimal turn-around time of one month (from date of receipt) for processing Declaration of Excess/Surplus forms for rehabs and move involving more than one room.

It is important to let us know that the Declaration is for a rehab or a move. You can make note of this above your name on the Declarations.

Procedure for Departments to request Storage for Materials (Helm Warehouse Only)?

(Helm Warehouse is a receiving facility with limited accommodations available for short term storage. After 6 months, department will be contacted to inquire about the disposition of their stored materials. Items such as refrigerators, freezers, glass items, hazardous waste materials and boxed files cannot be accepted.)

Departments should contact the Warehouse Manager at 645-2075, ext 109 and provide a list of items for storage. Tags will be sent to the department for completion and must be secured to the item. Information should include the name of a contact person and their phone number and an account number. (Your account will not be charged; we use this information for in-house tracking only.)

The requesting department should then call Customer Service 645-2025 to arrange for a convenient pick up time.

What happens after I send the Declaration to Inventory Services?

The Declaration is reviewed by asset number and serial number if provided. Items on the Property Control System will be removed from your inventory if an asset number can identify them. The processed Declaration and surplus tags will be sent to you along with paperwork and instructions concerning removal of the items. The tags need to be affixed to the items that you are having picked up. To further expedite the process, you can pick up the tags if you make arrangements in advance.

Why do surplus and scrap items have to be tagged?

Items taken into the Helm warehouse for surplus must have an identifying number on them for tracking purposes. Items being picked up as scrap must have a “scrap” tag (copy of the disposal form that the department filled out) affixed to it to verify that Inventory Services has authorized its disposal. To that end, Moving Services has been instructed not to pick up any untagged items, and the Helm Warehouse will not accept any untagged items.

What if I get stuck with items belonging to another department?

If the department has abandoned the item(s) and has no intention of removing them, you will have to submit the items on a Declaration of Excess Surplus or Request for Disposal form.

I just found out that this room is full of junk that has to be cleared out by next week. What should I do?

Contact Customer Service at 645-2025 immediately. Then follow through by filling out forms and faxing them to Inventory Services and customer Service, as explained above.