UB ON THE MOVE

DECEMBER 2012
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 Capital Planning Group with any questions you may have.

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

- **Rehab/Renovation Moves:** are those requiring rehab/renovation will have a construction Project Manager assigned by Facilities Planning & Design to assist the unit through the various tasks required.

- **Departmentally Responsible Moves:** 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 department which is moving.

Move Coordinator:

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. The move coordinator should work closely with the units/schools Facilities Planning and Management Officer (FPMO).

Financial Responsibility:

There is no cost if the in-house moving crews are used. Large moves are typically done by a contract moving company and the department is responsible for the cost. In New Construction Projects and Rehab/Renovation Projects, the move expenses are built into the overall project budget. In-house or contract movers may be obtained.

Contact Information & Moving Checklist:

For your convenience, we have provided a Moving Checklist and Contact Information at the end of this manual with contact names, phone numbers, email addresses and URLs for on-line services and detailed information.
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. For a list of all EH&S services, consult their website.

- EH&S may be contacted to provide testing and consultation if the move-in process will potentially disturb building materials that may contain asbestos or other hazardous materials.

- 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, freezers, 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.

  NOTE: REFRIGERATORS USED ONLY FOR FOOD STORAGE FROM OFFICES DO NOT NEED TO BE INVESTIGATED AND CAN BE MOVED BY MOVING SERVICES.

  - 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. The titles of the policies are “Laboratory Equipment and Release” and “Laboratory Facilities Release”. The Department moving is 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 label to the equipment which indicates the equipment has been approved for movement. Equipment cannot be transported without these labels.

  - For disposal items containing refrigerant, a Disposal Request should be filled out. Moving Services will move the equipment to the Beane Center to remove the refrigerant and dispose of the equipment. There is no charge associated with this service.

- 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 by calling the Helm Warehouse.

- 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. More information on lab signage can be found on the Facilities website. Any modifications to laboratory safety systems such as eyewash/shower stations or laboratory fume hoods should be brought to the attention of EH&S.

December 2012
Facilities Trades and Other Support:

Moving Services

- Contact Facilities Customer Service to schedule your move and arrange the pickup of surplus and scrap materials. Please allow at least a month for the scheduling of Moving Services.

- It is the responsibility of the Department moving to package all items that will be moved. Moving Services does not offer packing services, but they will be happy to offer advice on packing procedures.

- Packing materials, such as boxes, tape, etc. can no longer be ordered from Facilities Customer Service. Packing materials can be ordered through Staples Advantage on state contract. To order, visit order.staplesadvantage.com. Packing materials should be ordered one week in advance of packing.

- 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 the top) of the box.

- 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, and owner may wish to move personally. 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 calling Facilities Customer Service, and submitting a Work Order Request Form. Please schedule Carpenters at least four (4) weeks in advanced or when scheduling the move. These services are fee-based.

Lock and Key Requests

- If the project is a Rehab/Renovation Move, lock and key changes will be handled by the Project Managers. If the move is Departmentally Responsible, requests should be directed to Facilities Customer Service. Lock and key requests are fee-based. Some requests may take up to two to four weeks depending on current backlog.

- Distribution of keys should be closely monitored by the Facilities Planning and Management Officer (FPMO) and copies should be made in-house only. The FPMO is responsible for access to all rooms within their unit including keys, security codes and swipe cards.

- Access to rooms may be required by Emergency Services, therefore no unauthorized locks should be placed on any entries. Unauthorized locks will be removed and replaced at the department’s expense. Pad locks can never be used. Pad locks are a violation of fire code.

- Keys should be retrieved upon termination of any employee.
Electrical Services

- Electrical work, such as upgrading power for equipment or adding/moving power outlets, can be scheduled by contacting Facilities Customer Service. Please schedule Electrical Services at least four (4) weeks in advanced.

Signage Requests

- For Rehab/Renovation Moves, the Project Manager will handle all signage changes associated with the work. Departmentally Responsible Moves should order interior signage by accessing the signage order guide on the CPG website. Room ID, directories, directional and other interior signs are depicted in the guide along with the mounting requirements.

- Exterior signage requests should be directed to the facilities website. These requests are typically fee-based. Exterior signage requests require five to eight weeks before signage materials can be produced.

Recycling

- If you anticipate that much paper, paper products, and books will be discarded prior to your move, please contact UB Office of Sustainability for assistance in recycling these products prior to the move.

- In support of UB Office of Sustainability, 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.

- Recycling bins may be requested by placing a work order with Facilities Customer Service. There is no fee for this service.

- Nearly all electronic equipment devices will be recycled through UB’s secure computer and electronics recycling program.

HVAC Services

- To insure your new office space is provided with adequate heating and ventilation, the Chilled Water Plant (CWP) on North Campus or the MacKay Heating Plant on South Campus requests that you contact them to discuss your HVAC needs. 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. Please contact HVAC Services at least four (4) weeks prior to your move.

- If the existing system needs modification to accommodate the new use of the space, the costs associated with the modification is the responsibility of the department. Modifications need more advanced notice.

- 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.
Custodial/Cleaning Services
- Contact Facilities Customer Service for the cleaning of new or vacated areas.

Holding of Materials (Helm Receiving Only)
- Helm Receiving is a facility with limited accommodations available for short-term holding. After 30 days, the department will be contacted to inquire about the disposition of their held materials. Regretfully, items such as refrigerators, freezers, glass items, hazardous waste materials and boxed files cannot be accepted.
- Departments should contact the Receiving Supervisor and provide a list of items to be held. The requesting department should then call Facilities Customer Service 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.
Other Action Items:

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.

- Assets which have no further usefulness within the department for which they were originally obtained should be reported on a Surplus Form.

- Items in “Poor/Scrap” condition (including computers, printers, and monitors) must be submitted on a Disposal Form.

- Unneeded useable equipment and office supplies should be listed on UBSWAP. This program encourages reuse at no cost or for a nominal fee.

Data and Telephones

- For Rehab/Renovation Moves the Project Manager will handle these duties. For Departmental Responsibility Moves the Department moving is responsible for these actions. Contact Network and Classroom Services to set up service and installation dates. Projects involving new cabling require 25 business days from the date of the request and 10 business days where no cabling is required. All data and telephone installations are fee-based.

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 preserve your maintenance 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.

Payroll Delivery

- The delivery of payroll checks to new locations can be arranged by contacting the appropriate payroll office: State, UBF, RF. Depending on the timing of the request, it may take up to two pay periods for the location change to be processed.
Campus Mail Services and Campus Address Changes
- To have mail delivery directed to your new location, units should contact Campus Mail Services. 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. Please contact your unit’s HR liaison.

- Proper addressing of mail is as follows:
  
  Name  
  University at Buffalo  
  Department  
  Room and Building  
  Buffalo, NY 142__-__

UB Online Phone Book Directory (LDAP)
- To update telephone numbers and mailing addresses for relocated employees, go to the UB On-line 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
- For new business paper products, commercial printing services can be completed via UB Print Services. These should be ordered one- two weeks prior to your move.

- Please refer to the Communications Toolbox on UB Print Services website for specific information on stationary products and other graphic guidelines.

Space Inventory Updates
- Departmentally Responsible Moves can be updated by the department during the semi-annual space inventory process or at anytime. Please forward this information to your FPMO.

- All Rehabs/ Renovation Moves will be introduced into the Physical Space Inventory by Facilities Planning and Design. The Physical Space Administrator may walk through the newly renovated space to conduct an audit.

Updating Departmental Websites
- The webmaster for each department is responsible for making any necessary changes that reflect the departmental move.
Office & Building Security

- Information on crime prevention and safety including emergency procedures, office and workplace security, etc. should be directed to University Police.

- Alarm systems may be evaluated by University Police.

- Use engravers and identification stickers to keep items safe.

- Tracking software and PC marking systems are available. For information contact University Police.

Service Notifications

- If you would like to receive email notifications of activities taking place in your new space/building and surrounding area (ex. Utility shutdowns, campus projects, and road construction) that affect day to day operations, you may make a request via the Facilities website.
Part Three – Contact Information
(Alphabetized)

**Campus Mail Services**
1 Campus Mail Center
Phone: 645-2743
Fax: 645-3937
http://ubbusiness.buffalo.edu

**Capital Planning Group**
117 Fargo Quad, Bldg. 2
Phone: 645-2072
Fax: 645-3799
http://apb.buffalo.edu/space

**Communications Tool Box**
330 Crofts Hall
Phone: 645-6969
Fax: 645-3765
http://www.buffalo.edu/toolbox/

**Environmental Health and Safety**
220 Winspear Avenue
Phone: 829-3301
Fax: 829-2704
http://www.facilities.buffalo.edu/Departments/ehs

**Facilities Customer Service and Work Order Requests**
120 John Beane Center
Phone: 645-2025
Fax: 645-5965
http://www.facilities.buffalo.edu/Departments/FacilitiesOperations

**Facilities Planning and Management Office (FPMO)**
Please contact Capital Planning Group if you are unsure of your units assigned officer.

**Helm Receiving**
137 Helm Warehouse
Phone: 645-2632
Fax: 645-3003

**Inventory Services**
208 Crofts Hall
Phone: 645-2619
Fax: 645-6546
http://ubbusiness.buffalo.edu

**Moving Services**
Contact Facilities Customer Service
Phone: 645-2025
Fax: 645-5965
http://www.facilities.buffalo.edu/Departments/FacilitiesOperations/Units/OperationsServices/MovingServices

**Network and Classroom Services**
103 Computing Center
Phone: 645-3514
Fax: 645-3081
Email: cit-helpdesk@buffalo.edu
http://www.ncs.buffalo.edu/

**Parking and Transportation Services**
102 Spaulding Quadrangle
Phone: 645-3943
Fax: 645-3944
http://www.ub-parking.buffalo.edu/

**Print Services**
250 Winspear Avenue
Phone: 829-3528
Fax: 829-2074
http://wings.buffalo.edu/print/

**UB Office of Sustainability**
220 Winspear Avenue
Phone: 829-3535
Fax: 829-2704
http://www.buffalo.edu/sustainability.html

**UB Police**
Bissell Hall
Phone: 645-2227
Fax: 645-3758
http://upolice.buffalo.edu/
Part Four – 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 is a Rehab/Renovation Move, Facilities Planning & Design will appoint a Project Manager (PM). Please assign the following task responsibilities to the Move Coordinator (MC), the Project Manager (PM), not applicable to the move (NA), or write in the name of others who will complete certain tasks. *Note that some of the tasks are always the duty of the Move Coordinator, and are pre-designated.

Please assign the following titles:

Move Coordinator: ____________________________________________

Project Manager: ____________________________________________
(if applicable)

Other(s): ____________________________________________________

Environmental Health and Safety

PM  MC  NA  Other (name)  Are there potential hazardous materials?

PM  ☒  ☒  ☒  ☐  Are there laboratories and equipment to decontaminate?

PM  ☒  ☒  ☒  ☐  Is the approved labeling on all equipment?

PM  ☒  ☒  ☐  ☐  Are there compressed gas cylinders to be transported or stored?

PM  ☒  ☒  ☐  ☐  Are there chemicals to be packed for the move?

PM  ☐  ☐  ☐  ☐  Ensure that laboratories and storerooms with hazardous materials must have appropriate hazard warning and contact information signage on their doors.

PM  ☐  ☐  ☐  ☐  Notify EH&H of any modifications to laboratory safety systems such as eyewash/shower stations or fume hoods.

Moving Services

PM  ☐  ☐  ☐  ☐  Determine the size of the moving project and consult with Moving Services. They will determine the most efficient method for the move.

PM  ☐  ☐  ☐  ☐  Determine the number of boxes required for each space. Order the appropriate boxes, tape, etc. from Staples Advantage. Have each occupant label the boxes with room destinations placed on the side (not top) of the boxes.

PM  ☐  ☐  ☐  ☐  Library carts may be substituted for boxes on some moves. Please inquire about their use.

PM  ☒  ☐  ☐  ☐  Check with manufacturers and vendors of copiers regarding moving of equipment.
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Part Five – Appendix
Frequently Asked Questions

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?

UB Swap: ‘one persons trash is another’s treasure’. UB Swap is a unique way for UB faculty and staff to redistribute equipment and supplies to colleagues. This program helps to reduce the amount of items that are sent to storage, or end up in landfills. Visit the UB Green website to post your items.

Submit items on a Declaration of Excess/Surplus Assets form to the Inventory Services. This form can be acquired by contacting Inventory Services, or by accessing the Inventory Services web page. 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. The requesting department must attach the completed forms to the surplus item(s). The department then sends the forms from Inventory Services to Facilities 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. These forms can be acquired by contacting Inventory Services by phone, or by accessing the Inventory Services web page. 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 Facilities 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 surpling/scraping 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.
What is the procedure for Departments to request holding of materials (Helm Recieving Only)?

Helm Receiving is a 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 and provide a list of items for storage. 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 Facilities Customer Service 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. Forms need to be affixed to the items that you are having picked up.

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 Helm Receiving 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 Facilities Customer Service immediately. Then follow through by filling out forms and faxing them to Inventory Services and Facilities Customer Service, as explained above.

What is a FPMO?

The FPMO is the Facilities Planning and Management Officer. The FPMO is assigned by the Dean or VP to serve as the primary liaison between the Units and Facilities and CPG. He/ she assists in updating the Physical Space Inventory (PSI), coordination of fire code inspections, serve on the emergency management team, coordinate rehabs, and ensure space is utilized according to UB’s principles.
Part Five – Appendix
Links to Forms

EH & S Forms

Laboratory Facilities Release
Laboratory Equipment Service
Laboratory Equipment Release
Disposal Form (for items containing Freon)
Lab Signage Form

Moving Services

Work Order Request Form
Staples Advantage Ordering Site

Lock and Key Requests

Lock and Key Request Form

Signage Requests

Interior Signage Guide
Exterior Signage Request Form

Inventory Services

Surplus Form
Disposal Form

Data and Telephones

Service Request

Stationary, Envelopes, and Business Cards

Products and Pricing