



University
of Victoria

Facilities
Management

MAKING YOUR MOVE

MOVE HANDBOOK

&

RECYCLING & WASTE HANDLING

HANDBOOK



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PART A - MOVE HANDBOOK

1. MAKING YOUR MOVE

Facilities Management recognizes that moving can be stressful and we will do our best to minimize the impact by providing the appropriate assistance, information, materials and tools in support of departmental efforts.

The key to a successful move is preparation, communication and teamwork! Your contribution and knowledge are integral to a successful move.

Facilities Management will form a Move Team to ensure a smooth transition from your current location to your new location.

2. PROJECT MOVE TEAMS

a. Large Moves & Installations

During large moves Facilities Management will form a Project Move Team that will work with you to ensure a smooth transition from your current to your new location(s). Depending on the size and complexity of your move the team could be composed of the following positions:

- Move Team Lead – Manager, Interior Planning & Logistics or Coordinator, Interior Planning & Logistics - Facilities Management
- Project Officer - Facilities Management
- Safety Coordinator – Facilities Management
- Department Move Coordinators
- Move Technician – Equipment
- Move Technician – Hazardous Materials
- Move Technician – Specialized Equipment

The Team will also consult with the following key stakeholders and contractors, as required:

- Campus Security
- Communications
- Occupational Health
- Risk Analyst
- Asset Disposal – Purchasing
- Network Services
- Computer and System Services
- Recycling & Waste – Facilities Management
- Key Coordinator - Facilities Management
- Uvic Shop Heads - Facilities Management

- Janitorial Services - Facilities Management
- Distribution Services – Facilities Management
- General Contractor – Site Supervisor
- Move and Installation Contractors

b. Small to Medium Moves

Small to medium sized moves, will be led by the Move Team Lead and they will ensure that you have guidance throughout this process. The size of the move team will depend on your move complexity and size but could include the following:

- Move Team Lead - Manager, Interior Planning & Logistics or Coordinator, Interior Planning & Logistics – Facilities Management
- Project Officer – Facilities Management
- Department Move Coordinators

This team may also consult with the same group of key stakeholders and contractors, as required.

3. ROLES AND RESPONSIBILITIES

- Facilities Management
 - Move Team Lead will manage and direct the move activities and support departments in their role.
- Department
 - each department will assign two Move Coordinators to the move team. These individuals need to be familiar with the staff, your existing space and technical equipment and have sufficient time to perform the duties associated with the department’s move.
- Departmental Move Coordinator
 - Attend all meetings related to the move coordination.
 - Provide the Move Team Lead with a list of who will be moving, their current location, their new location and identify if new keys/locks will be required.
 - Assist with information gathering regarding furniture, equipment, materials, fixtures.
 - Being present on the move date(s).
 - Communicating department questions/concerns to Move Team Lead.
 - Advising Distribution Services (lfunk@uvic.ca) of relocation and whether or not mail should be held at Facilities Management during the move.

- Identify surplus items and contact purchasing for disposal (except furniture).
- Manage existing keys and new.
- Act as a liaison between the department and the Move Team Lead.
- Booking specialized equipment technicians to assist with relocation as required.
- Compiling and providing telephone information to switch@uvic.ca.
- Compiling and providing AV/IT information to netadmin@uvic.ca
- Request and distribution of packing materials (boxes, labels, tape, etc.).
- Be physically able to stand for extended periods of time, pack and unpack boxes.
- Have knowledge of and access of all department areas that are part of the move.
- Be able to take and provide direction.

4. COMMUNICATION

Communication is key to a successful move. Information must be supplied by Departments in a timely manner to support move activities.

5. FURNITURE & EQUIPMENT INVENTORY

An inventory will be done by Facilities Management which will identify type, quantity and quality of furniture. Equipment will also be inventoried for size, type, servicing requirements and sensitivity.

6. SURPLUS ASSETS

Surplus assets are always an issue during moves. See APPENDIX B – RECYCLING HANDBOOK FOR OFFICE MOVES

7. FURNITURE LAYOUTS PLANS

Furniture layout plans will be created using existing furniture and equipment inventories and will show additional new furniture, if required. Furniture layouts will require sign off by the Department Head/Dean. Once signed off there will be no further changes to the layouts prior to move date. Furniture is then moved and placed based on approved plans.

All existing reusable furniture will be relocated to the new building/location. Administration areas may receive new furniture to allow for improved access and to create an accessible barrier free environment.

If new furniture is required, estimates will be prepared, approvals will be obtained, orders will be issued and installation will occur in advance of the move where possible.

New wall shelving, whiteboards and/or tack boards will be provided and installed by the Project Officer up to current UVic standards. Locations will be shown on the plan layout. Standards are:

- White board or Tack board – one only (18"x12" tackboards will only be installed in academic buildings)
- Facilities Management standard allows for 40 linear feet maximum of wall mounted open shelves per enclosed office.

8. MOVE LOGISTICS

Your Move Team Lead will work with you to develop a logistical plan and move schedule. Some moves can be very complicated events and require detailed planning and information gathering to ensure success. This is a collaborative document and accuracy of information is critical to the success of the move.

9. MOVE COSTS

Check with your Move Team Lead to determine if your move costs are client funded or part of a project.

10. CONTRACTORS

Several contractors are required to perform the varied aspects of a move, some are noted below:

- Move Contractors will move all existing non-sensitive items such as new and existing furniture, desktop computers, business equipment, room contents, files, boxes, appliances etc.
- Specialty Movers will move all sensitive equipment and materials, as required.
- Hazmat Contractors will move all hazardous.
- Confidential materials will be reviewed and appropriate measures will be taken to ensure secure transportation.

11. LABELLING AND TAGGING

For large moves Facilities Management will supply pre-printed furniture and box labels.

Furniture labels are to be placed on each furniture piece in a way that is easily visible. Instructions will be provided by your Move Team Lead.

FMGT - FURNITURE MOVE TAG		
EXT LOCATION	BLDG	ROOM
TEMP LOCATION	BLDG	ROOM
FINAL LOCATION	BLDG	ROOM
CLIENT NAME		
MOVE DATE		
INTERIOR PLANNER		

Box labels are generic and must be filled out by department. Ensure they are clearly written with name and new room number and are placed on the sides of the box, not the top. Box labels are also used to label any thing that cannot fit in a box and that isn't furniture, it can include:

- Computer components
- Waste/recycle bins
- Lighting
- Printers and fax machines
- Appliances (small appliances can be boxed i.e. kettle, toasters etc.)

12. PACKING & PACKING MATERIALS

Packing and unpacking are the responsibility of departments.

Packing materials will be arranged by Facilities Management and issued to the department move coordinators for distribution. We suggest collecting shredded paper in advance of your move for packing of fragile items.

Items that are missing a label or labels that are missing information will be sent to a secure lost and found area in the new space for later identification.

Filing and Storage cabinets can only be moved based on the following load criteria:

- 2H and 3H lateral cabinets can remain full
- 2H, 3H and 4H verticals can remain full
- 4H laterals need to have the top drawer emptied
- 5H laterals need to have the top 2 drawers emptied
- 5H verticals need to have the top drawer emptied

- Map cabinets must be emptied.
- Storage cabinets must be emptied.

Upon request moving carts can be provided. They can be used for books, binders and files, see image below.



13. BUSINESS EQUIPMENT OWNERSHIP

Business equipment can include photocopiers, fax machines and scanners. Departmental move coordinators must identify if the equipment is owned or leased. If leased, the move coordinator must request that either the lessor moves the equipment or provides written permission for the university to move the equipment.

14. SCIENTIFIC AND SPECIALIZED EQUIPMENT (if applicable)

Scientific or specialized equipment must be identified early in the project to allow proper inventory, decommissioning and re-commissioning or recalibration activities to take place. Specialized technicians may be required and if so need to be identified by department move coordinators and reported to the Move Team Lead.

Specialty Movers will move all sensitive equipment and materials.

The department will be responsible for identifying their specialized equipment and certified technicians and communicating installation schedules to same, if required. Re-commissioning/re-calibration will commence post move and again will be done by certified technicians, as required by department.

If warranted an Equipment Coordinator position will be created and that individual will log all move requirements of equipment in advance of move.

15. COMPUTERS

Desktop computers, faxes, printers and scanners will be moved on the same schedule as the existing furniture. Computers are generally placed on task chair and then shrink wrapped for transport, see images below.



Department Move Coordinators must arrange with IT technicians to have all computer equipment prepared for the move and set up in the new locations.

Move coordinators need to provide IT technician contact information to Network Services to ensure a smooth transition.

It is recommended that Laptops be taken home prior to the move.

16. TELEPHONES

Telephone moves are paid for by the department based on costs provided by Network Services.

Move coordinators must compile and provide telephone details to Network Services by emailing to switch@uvic.ca with a cc to ptodd@uvic.ca. Network Services will provide guidelines and spreadsheet.

17. MOVE LIABILITY AND RISK MANAGEMENT

Worksafe BC require a safe workplace, therefore, for safety and insurance reasons all University property must be moved by professional move contractors or certified technicians as they are insured for loss and/or damages and it reduces the potential for personal injury.

18. MOVE SITE SECURITY – CONFIDENTIAL MATERIAL

Campus Security will assist with additional security during the move by providing additional after hour coverage, if required.

Notify your Move Team Lead if you have items of a highly confidential nature.

During a move we ask staff to be vigilant and report persons not involved in the move activity to your Move Team Lead.

19. HAZARDOUS MATERIALS - CHEMICALS and GASES

Dangerous Goods Transportation (**HAZMAT**) Specialists will move all chemicals and gas cylinders.

Detailed notification on safe packing procedures and transportation of chemicals and gases will be provided closer to the move date

Departments will pack all chemicals in preparation of move. Plastic bins will be provided for this purpose by the Move Team Lead.

20. SIGNAGE & KEYS

Facilities Management will coordinate install of interior signage based on information received from the department move coordinators. Where possible this installation will occur prior to the move. All interior signage will conform to Campus Signage Policy BP3115.

Facilities Management will key the new space based on information received from the department move coordinators and as per the Key and Access Card Control Policy BP3125.

Old keys will be collected by the Department Move Coordinator and turned over to the Move Team Lead after move completion.

21. PERSONAL PROPERTY

Facilities Management or contractors will not move personal items. Personal property is the responsibility of the owner and will not be moved as part of the project.

The university does not take responsibility for lost or damaged personal property. Personal property can include; medicines, pictures, artwork, clothing, shoes and plants, etc.

22. MOVE CLOSEOUT & DEFICIENCIES

The Move Team Lead will do a walk through of the space after the move with the department head(s) or their designate(s) to identify and expedite deficiencies, if required.

23. TIMETABLE EXAMPLE

- **Three (3) weeks** prior to your scheduled move date confirm all network data and telephone requirements with an email to *Manager of NETS*. Confirm your moving date as well as your network details, printers or other equipment and needs to successfully keep your operation running. These particulars should be confirmed by an on-site inspection by NETS technicians assigned to the project and your systems technician.
- **Two (2) weeks** prior to your scheduled move date commence purging of all unwanted materials. Order recycling totes for this purpose from Facilities Management. Order your packing boxes and labels from our Move Team Lead.
- **One (1) week** prior to your scheduled move date ensure that all packing has commenced. Place all existing furniture labels (supplied by Facilities Management) to furniture moving to your new building.
- **One (1) day** prior to your scheduled move all packing must be completed. Packing is the responsibility of department personnel. Ensure all labelling is complete for both boxes and existing furniture. Inform all faculty, staff and students of their occupancy date for the new building. Removal of seismic restraint from furniture and equipment, as required
- **Move day** - During the physical move, only the move coordinators will be allowed into the new space and will be issued a pass identifying them which must be worn during all phases of move. Post move permission for occupants to access the space will be communicated by the Move Team Lead through the respective department move coordinators. Safety of occupants and personnel are key therefore, risk management is always part of every move.

24. ELEVATORS

During the move, selected elevators in existing buildings will have signs posted notifying building occupants of move activity. Encourage your staff to use stairs, if possible, during the move period. Elevators in the new location will also be restricted during moving. Accessibility usage will be arranged as required.

25. MAIL – DISTRIBUTION SERVICES

Department move coordinators need to contact Distribution Services 1 week prior to the move to identify their new location, when they will relocate and whether or not they want to have their mail held during the move. The contact at mail services is Lorna Funk – lfunk@uvic.ca.

26. PURGE - RECYCLING

This is an ideal time to encourage people moving to **purge & recycle** as much as possible prior to the move or send materials to archives. Move coordinators can request recycle totes to assist with this activity. Send a FAMIS request for delivery and pickup of recycling totes.

Please refer to **Appendix B: Recycling Handbook**. This guide will be emailed to you by the Move Team Lead. Follow the directions for sorting materials into their proper containers. Contaminants (excluded materials) found in recycling totes can result in having to landfill the entire container which is a waste of all our efforts so please recycle carefully.

27. LOST AND FOUND

Items missing labels or mislabelled will be placed in a predetermined secure space in the new location. Department move coordinators will request access to the lost and found through the Move Team Lead.

28. VACATED SPACE

Vacated space must be left in a clean state with all garbage removed. These areas will be re-keyed after the move and occupants will no longer have access to their previous spaces. Any costs associated with clean up will be the responsibility of the vacating department.

APPENDIX A - MOVING – QUICK REFERENCE GUIDE

DO

- **DO** use labels supplied by the Move Team Lead. Pre printed or generic existing furniture labels and box labels will be provided
- **DO** label boxes on the side not the top.
- **DO** write clearly.
- **DO** label boxes with your name and the new room number you will be relocating to (i.e. packed boxes, all computer components, waste/recycle bins, lighting, etc.).
- **DO** place everything in boxes or on carts, i.e.:
 - Desk Drawer contents, books and binders from shelves, computer cables, fax machines, etc.
- **DO** collect shredded paper for packing fragile items.
- **DO** Prepare File and Storage cabinets for move as follows:
 - 2H and 3H laterals can remain full
 - 2H, 3H and 4H verticals can remain full

- 4H laterals empty top drawer
- 5H laterals empty top 2 drawers
- 5H verticals empty top drawer
- Map cabinets – must be emptied.
- Storage cabinets – must be emptied.
- **DO** contact your Department Move Coordinator if you do not have sufficient boxes. They will in turn contact the Move Team Lead, who will arrange for additional boxes/tape to be delivered to the Faculty/Department requesting them.
- **DO**, prior to the move, place your phone on call forward to a designated local (coordinate within your department/faculty what local to use) so that your phone is answered during the relocation.
- **DO** unplug your computers from the data/electrical wall connections. Ensure that your faculty/department computer systems technician has made arrangements for relocation of services such as network connections and printers. A back-up of your computing systems is recommended to ensure that data loss does not occur during the relocation.
- **DO** relocate personal property; i.e. medicines, artwork, plants, etc. as these are your responsibility to relocate prior to your move.
- **DO** purge all unwanted documents and materials.
- **DO** turn all existing keys over to your Department Move Coordinator. New building keys will be distributed to Faculty/Staff through your Department Move Coordinator, if required.
- **DO** unpack and break boxes down after moving to the new location. Stack all boxes in a location designated by your Department Move Coordinator. These boxes will be picked up by BC Moving and reused for other moves by other groups. All boxes are to be returned, there will be a cost levied for boxes not returned.
- **DO** notify Purchasing of any surplus equipment, etc for disposal. Provide locations and a pick up date.

FRIENDLY REMINDER FROM RECORDS MANAGEMENT: Any office that is moving should **seriously** consider doing a major clean-up and organization of the office **before** moving. We all know you will never unpack those old files in your nice new office so why not take a bit more time to pack them properly for the Archives or recycle them if they have no archival value.

DO NOT

- **DO NOT** reconnect your computer system into the new network without the assistance of your computer technician.
- **DO NOT** remove any items from your current location that are attached to the walls or doors (i.e. shelving, tack/white boards, door signage).
- **DO NOT** enter the new location after the movers have commenced picking up items from the existing space. You will be notified when to

enter your new location to set-up your workplace. Please allow the movers time to place items in the respective locations in the new building or location. This is a safety measure.

- **DO NOT** attempt to move any of these furnishings to the new location by yourself regardless of how short your relocation is. This duty will be done by professional insured movers only.

PART B – RECYCLING & WASTE HANDLING HANDBOOK

Facilities Management is working diligently to reduce waste generated during your move event. Unwanted assets such as computers and furniture are recycled on campus.

Your participation is required for the success of this initiative. The following information will assist you in preparing recyclable materials for pickup, the removal of landfill destined waste and how to request and/or have containers removed.

1. SURPLUS ASSET DISPOSAL and RECYCLING

Surplus furniture or equipment assets will be identified by the Move Team Lead and reported to the Department Move Coordinators who in turn will report it to Purchasing for removal. Department Move Coordinators must report all other items deemed surplus (computers, office equipment) by the department on the Purchasing website in advance of the move. (<http://web.uvic.ca/purc/login.php>)

The following materials are recycled as part of this move-out process:

- Mixed Paper
- Plastics including hard, soft and foam
- Metals, Glass, Aluminium and Tin
- Corrugated Cardboard
- Electronics
- Confidential Electronic Media
- Batteries
- Surplus Furniture and Computers

2. MIXED PAPER – ACCEPTABLE

- ✓ Office paper, newsprint, magazines, paper packaging (box board), paper bags, envelopes, books, brochures, cards, wrapping paper, course packs, junk mail

Deposit your sorted paper into the large labelled wheeled totes designated for mixed paper located in or near your office area.

3. MIXED PAPER - UNACCEPTABLE

- ✗ Food wrappers, binders, tissues, laminated or carbon paper, milk and juice cartons, paper cups, juice boxes or plastic bags.

NOTE: Recyclables that are contaminated with unacceptable materials will end up going into the landfill.

4. MIXED CONTAINERS - ACCEPTABLE

- ✓ Glass, Bottles and jars
- ✓ Aluminium and Tin Containers
- ✓ Plastic, containers marked 1, 2, 3, 4, 5 and 7

NOTE: REMOVE ALL FOOD AND LIQUID RESIDUE and Deposit your sorted containers into the clearly marked totes in designated recycling station located in the lobby of your building.

If you have appreciable amounts of Mixed Containers, *Styrofoam*, *soft plastic* (shrink wrap) or pieces of metal other than containers contact FACILITIES MANAGEMENT Reception @ 721-7591 in order to arrange for sorting and collection details.

5. MIXED CONTAINERS - UNACCEPTABLE

- ✗ NO paper milk or juice cartons
- ✗ NO plastic bags, wraps or chip bags
- ✗ NO paper or broken glass
- ✗ NO Styrofoam cups or containers
- ✗ NO juice boxes or tetra packs

NOTE: Recyclables that are contaminated with unacceptable materials will end up going into the landfill

6. CORRUGATED CARDBOARD - ACCEPTABLE

- ✓ Flatten all boxes and place outside your office for collection by Janitorial staff. If you have appreciable amounts of cardboard, contact FACILITIES MANAGEMENT reception at 721-7591 to arrange for appropriate recycling bins.

7. CORRUGATED CARDBOARD - UNACCEPTABLE

- ✗ NO cereal box type containers or packaging (place in mixed paper recycling)
- ✗ NO waxed or plastic coated cardboard

NOTE: Recyclables that are contaminated with unacceptable materials will end up going into the landfill

8. BATTERIES

Containers for collecting used regular batteries are located in the University Centre, SUB, MacLaurin and Earth and Ocean Science buildings.

9. FOOD WASTE and other RECYCLABLE MATERIALS

Regular Recycling Items deposit your material in designated locations on campus as detailed at the UVic Sustainability Website <http://web.uvic.ca/sustainability>

10. SMALL ELECTRONICS

To recycle standard analog phones and small electronics, Go to the UVic Purchasing Website and click on Asset Disposal, then click on the Surplus Equipment / Supplies Declaration Form and fill out the form. Your request will then be forwarded and a pick-up scheduled.

- *All hard drives must be removed from computers, boxed separately and stored in a locked collection location.*
- For questions related to electronics recycling, contact Stephen Wylie in Purchasing Services swylie@uvic.ca.

11. COMPUTER EQUIPMENT

For surplus computer equipment in a department supported by University Systems contact University Systems to do an assessment of surplus. University Systems will assess the equipment and if deemed to have useful life remaining the hard drives will be wiped clean and it will be labelled as an ASSET in red. You will then have to declare the asset surplus to Purchasing Services and notify Distribution Services to delivery to Purchasing Services. Purchasing Services will reassign the equipment wherever possible.



If the asset is deemed to have no useful life remaining hard drives will be removed and destroyed then it will be labelled Recycle in green. You will then have to notify Waste Reduction in Facilities Management to remove.



Computer equipment without appropriate labels will not be removed for disposal.

12. CONFIDENTIAL ELECTRONIC MEDIA COLLECTION AND DESTRUCTION

To recycle CDs, DVDs, USB sticks, discs, video cassettes, taped media, and microfiche, go to the UVic Purchasing Website and click on Asset Disposal, then click on the Surplus Equipment / Supplies Declaration Form and fill out the form. Your request will then be forwarded and a pick-up scheduled.

- *NOTE: All confidential electronic media must be kept in a secure location, boxed separately, clearly marked confidential and stored in a secure location.*
- For questions related to the collection and destruction of electronic media contact Stephen Wylie at Purchasing Services swylie@uvic.ca.

13. CONFIDENTIAL DOCUMENT DESTRUCTION

Use the regular UVic protocol when destroying Confidential Documents.

14. HAZARDOUS WASTE DISPOSAL

- Hazardous waste disposal must be coordinated through Occupational, Health, Safety and Environment. To request a pickup of hazardous wastes go to <http://ohs.uvic.ca/hazwaste/index.html> or call 721-8971.
- For information regarding Waste and Recycling on Campus go to the UVic Sustainability Website @ <http://web.uvic.ca/sustainability/>