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UCSF

Mt. Zion to Mission Hall General Move Guide



The following information is provided to assist the staff moving to and within Mission Hall occupants with a general concept of the move process and the responsibilities of the move team and staff.

Move Material Delivered Prior to Move Day:

The Project Team is working to deliver boxes and labels early, in consideration of the new staggered packing durations due to COVID-19. See your Change Agent for availability of packing materials for your specific areas.

- Move Boxes - Small White Box with Self-Flap Lids, HIPAA Boxes with Seals
- Move Labels - Personalized Color-Coded Stickers for Boxes, Workstation Contents and Office Equipment (Please make sure to use the labels with your name, if you need extra reach out to your Change Agent)

Move Material Delivered on Move Day with the Corovan Move Crew:

Note: Additional mover boxes and color-labels will be brought with the crews on Move Day.

- Machine Carts - For Large, Heavy Items & Computers (Padded and Shrink-Wrapped)
- Book Carts - For Packed Boxes, Files, and Bookcase Contents (Shrink-Wrapped)
- Dollies - Small Padded, Four-Wheeled Pallet for Stacking Boxes
- Speed Packs - 3-ft x 4-ft Mobile Open Box on Wheels for Bulky Items
- Newsprint Paper - For Delicate Item Packing

Labeling:

Color-coded labeling is one of the most important processes of moving. Utilizing the correct move labels with your name and accurate workstation or office number will assure the item is delivered to the proper location. The following is information will be printed on your move label:

* Number represents room or workstation number.

* Name is helpful in case workstations are shared.

* Fold back corner of label before applying to item, for easier removal later.

Label each and every item moving to your new location.

Color Move Labels:

Each department is assigned a certain move color. The labels are personalized and have your name and new workstation or office number on them. If you run out of labels your Change Agent has extra blank labels. REMEMBER IF YOU USE BLANK LABELS YOU MUST WRITE YOUR NAME AND NEW WORKSTATION/OFFICE NUMBER ON THE LABEL. THE MOVERS WILL NOT MOVE BLANK LABELS. On move day, if the item does not have a color move label, the movers and IT technicians will assume it does not move.

Packing Responsibilities:

UCSF staff packs and labels their own workstation area and/or office suite and shared areas as assigned by your Change Agent. Move crews will pack up any large bookcases onto their book-carts as instructed on Move Day; and will load office equipment onto their machine carts on Move Day as well.

Packing Instructions:

- The small boxes will hold up to 45 lbs of contents; however please do not over pack these boxes.
- Use plain paper to fill spaces in the box if not packed full.
- Fragile items should be wrapped in plain paper. Write FRAGILE on the move label. Please do not write directly on the boxes, since these are recycled for the next move phase.
- It is recommended to place small loose items into mailing envelopes and then placed into the move box.
- Place the color move label on one end of the box, NOT ON TOP, for easy reading when stacked.
- Do not pack computer hardware, phones, or laptops into boxes.
- Do not prepare irreplaceable personal items for the move crews. Please take these items home with you; and bring to your new location when you return to the office.
- For liability purposes, ONLY USE SEALABLE MOVE COMPANY BOXES, except for existing, full 'office supply' boxes that can completely close up.

Labeling Items to Move:

- All furniture is new. Do not label ANY furniture for move to the new building (except UC-approved ergonomic task chairs).
- If your UC-approved, ergonomic chair was ordered and paid for by your department, please have it moved by placing the color move label on the arm or back; and affix with clear tape to ensure it adheres.
- Do not label artwork to move. Arrangements need to be made through the department for moving precious, irreplaceable artwork. Locating and mounting artwork at the new building will also be the responsibility of the departments and floor committees through Facilities Work Request.
- It is suggested that keyboard trays do not move to the new building, as most are not useful with the sit-stand desk furniture configurations. The move crew will however, dismount and relocated if requested.
- It is suggested that when applying labels, you fold the corner back before applying to the item. This allows you to remove the label easier.
- Label your items two weeks prior to your move date. Placing labels on items too early may result in difficulties in removing the labels later on. Please remove all labels immediately after moving.
- Place the color label on one end of your box. This allows the movers to view the labels while stacked.



Place color label on the end of the box

Misc and Personal Items:

- **Picture/posters** - If light-weight, department-approved posters are designated to move, mark with a move label; and the movers will remove from the walls and wrap them prior to transporting.
Note: Hanging posters will occur at the new building by facilities work-order, not by the movers or Project.
- **Chair Mats** - Place color label with destination number and the word "Mat".
- **Personal Items** - Personal pictures, trophies, knickknacks, or other non-replaceable valuables should be removed by dept. staff before move day and brought to the new building by individuals after the move. The mover crews are not responsible for non-UCSF-owned property.
- **Plants** - The movers can move plants; but just like all personal items, we recommend that you take your personal plants home with you, then return with them after move-in.
- **Waste Cans** - All wastebaskets and recycle bins are new, therefore, do not tag or pack your existing wastebaskets, unless you want to bring extra.
- **Ergonomic Chairs** - If your UC-approved, ergonomic chair was ordered and paid for by your department, please have it moved by placing the color move label on the arm or back and affix with clear tape to ensure it adheres.

Computers, Monitors, Keyboards, Peripherals, Printers, Fax Machines, Copiers:

- **Backup your computer files** - If your files are not currently backed up to a UCSF shared drive, please open an IT field service request and ITFS can assist you in backing up files prior to your move date.
- **Label** - Each and every individual piece that will move (see pictures on previous page).
- **Computer Disconnect** - Staff are required to backup data and power down computers, monitors and other hardware prior to move time (see notes below). Murphy McKay and Associates will disconnect cables from CPU and monitor, place cords and cables in ziplock baggies along with keyboard and mouse. They will also utilize monitor sleeves to protect LCD screens. Mover crews will move computers and peripherals on padded, shrink-wrapped machine carts.
- **Computer Reconnect** - Murphy McKay and Associates will reconnect computers at the new building after each move; and UCSF-ITFS will support any connectivity/networking issues you may have upon startup.
- **Laptop Computers** - **Movers will not move laptops**, therefore please move these yourself. Docking stations and their peripherals will be moved by the move crew, so please label appropriately.
- **Computer Locks** - If your computer or docking station is locked down, please unlock before leaving, turn in all keys to your Change Agent or Lead person that plans to be on-site with the movers. Locked equipment will not be able to move in a timely manner.
- **Let Murphy McKay's IT Services Work for You** - If you want your computer workstation reconnected at your new location, please do not disconnect these yourself, otherwise the IT crews cannot guarantee cables, hardware and peripherals are configured how they were originally set-up.
- **Schedule** – IT Disconnects will start at approximately 8am on the day of your move and you will be reconnected by noon the following day

Move Day Reminder:

On each designated move date, it is suggested that UCSF personnel are not on-site during the move, except for one or two key points-of-contact for your group, which are required to be on-site to direct movers, answer questions, and fulfill UCSF-HIPAA security guidelines with move supervision.

What Not to Label to Move:

- X Irreplaceable Personal and Department Precious Artwork
- X Office Furniture (except UCSF-Ergo Task Chairs)
- X Items that Belong in Long-term Off-site Storage

Post Move:

Crews and support personnel onsite and available the morning directly following each move phase into the new building. See descriptive list below for a specific focus:

- ☞ Visions Management Move Manager, Corovan Move Crew and Murphy McKay IT Reconnect Tech will be onsite the morning after the move to assist with re-start activities
- ☞ On Move Day and post-move, contact Amy Garber at (415) 693-8870 or amy@visionsmgmt.com
- ☞ IT Field Services support can be reached through the Help Desk at (415) 514-4100.
- ☞ Building-related issues can be resolved by accessing the campus CSC Maximo Work Order form and instructions at the link: myFs.ucsf.edu and/or by calling (415) 476-2021.

Computer Reconnect – As stated above, Murphy McKay and Associates IT Services will reconnect computers at the new building after each move.

If you have an emergency IT need during off-hours or need to troubleshoot after the move, please call the Help Desk at (415) 514-4100; and they will escalate and track these tasks. For other issues please go to your floor representative.

General Information:

- Place heavier non-breakable items at the bottom of boxes.
- Fold the corner of the color label before applying directly onto surfaces. This will help later on when removing the label.
- Use a dark marker to write information on blank labels if you use any.
- If the label does not adhere to a surface, please affix with clear tape.
- *Optional:* Mark on the bottom corner of the color label the box count number: *Example: "Box 1 of 5".*
- **AFFIX LABELS TO EACH LOOSE INDIVIDUAL ITEM** and clearly mark with workstation number.

REMEMBER - IF ITEMS ARE NOT MARKED WITH A COLOR MOVE LABEL, THEY WILL NOT BE MOVED BY THE MOVE CREWS ON MOVE DAY.

If you have any questions regarding the physical move, contact your Change Agent. They are in direct contact with the Project Move Team. We are here to help make this a smooth transition to your new location; and will be on-hand with you during the entire move process and directly afterwards.