WGVCV Move Checklist (v2)

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| **Prior to Move - Change Agents** | | | | |
|  | **Activity** | **Contact** | **Reference** | **Timeline to complete by** |
|  | **Badge Access** |  |  |  |
|  | Department/Division Access Authorizer (Hitachi) *Submit Clearance Code Request Form* |  |  | ***Should be completed*** |
|  | Door Authorizers Attend Hitachi Training  *Please reach out to Berna Declet if you still need to attend* | Berna Declet |  | ***Should be completed*** |
|  | Door authorizer enters all staff/faculty into Hitachi System | Jacob Moler | <https://wgvcv.ucsf.edu/id-access-hitachi> | Now - Day before move-in |
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|  | **Mail Logistics** |  |  |  |
|  | Transfer Campus Box Number | Syed Younus | <https://wgvcv.ucsf.edu/mailing-address-mailbox-transfer> | 4 weeks prior to move |
|  | Change of Address – Campus Locator System batch update  *Update physical Address in UCSF Directory - send spreadsheet with employee first and last name, EID, new location, move/effective date* | Luke Hones |  | 4 weeks prior to move |
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|  | **Print Management** |  |  |  |
|  | Work with Floor Working Group to coordinate which existing machines to move.  *Personal printers should not be moved. Depending on the floor plan, there is space for 3-4 shared countertop printers and 1 large multifunction machine per floor* | Mario Carmona |  | 30 days prior to move |
|  | Contact Surplus to properly dispose of printers that will not be moved | Supply Chain Mgmt-Logistics | [Logistics@ucsf.edu](mailto:Logistics@ucsf.edu) | 2 weeks prior to move |
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|  | **Document Management** |  |  |  |
|  | *Ensure all document requirements are met: -Determine volume of records and other materials currently stored*  *-Review records, dispose of those that have met retention* [*https://recordsretention.ucop.edu/*](https://recordsretention.ucop.edu/)  *-Determine what remaining records can be scanned or moved to offsite storage*  *-Determine the volume of paper records and any other materials that need to be stored onsite and communicate to Carolyn Tuft* | Carolyn Tuft | <https://space.ucsf.edu/records-information-management> | 30 days prior to move |
|  | Ensure offsite storage accounts created if needed | Carolyn Tuft |  | 30 days prior to move |
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|  | **Emergency Action Planning** |  |  |  |
|  | Work with UCSD to ensure EAPs are in place | UCPD | <https://police.ucsf.edu/emergency-management/emergency-action-plan-eap> | Day 1-5 of move |
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|  | **Desk Phones** |  |  |  |
|  | Ensure individuals have proper desk phones | Scott Ohara |  | ***should be completed*** |
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| [**Prior to Move - Floor Working Groups**](https://ucsf.app.box.com/file/483270864696) | | | | |
|  | **Activity** | **Contact** | **Reference** | **Timeline to complete by** |
|  | **Determine Floor Coordinator or Floor Representative** For floors with multiple control points, decide whether 1 floor rep for each control point or if it is best to hire someone for the role |  |  | 30 days prior to move |
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|  | **Shared Costs** |  |  |  |
|  | Meet with your floor working group to refine topics and determine how costs will be divided | If you have questions on who else is on your floor:  Berna Declet  Luis Vite | <https://ucsf.box.com/s/mtnsj0ycemo0a54vvlotbrs1mv5qrdux> | 30 days prior to move |
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|  | **Storage and Shared Space Guidelines** |  |  |  |
|  | Work with your floor working group to determine processes for the following topics |  |  |  |
|  | Mail Package Delivery |  |  | 30 days prior to move and ongoing |
|  | Reception Desk/Mail Room procedures |  |  | 30 days prior to move |
|  | Storage Room Assignment & Organization |  |  | 30 days prior and ongoing; ensure annual clean out process. |
|  | Visitor Protocol |  |  | 2 weeks prior to move and ongoing adjustments |
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|  | **Conference Rooms** |  |  |  |
|  | Designate who will share the conference room scheduling responsibilities for each floor |  |  | 30 days prior to move |
|  | Cables/adaptors - each dept/div purchases, locks down, and replaces for conference room |  |  | 2 weeks prior to move |

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|  | **Waterlogic** |  |  |  |
|  | Reach out to Berna Declet if you are interested in adding a hot water cooler to your floor | Berna Declet  Luis Vite | <https://ucsf.app.box.com/folder/111822839188> | 30 days prior to move |
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|  | **Shared Printers** |  |  |  |
|  | Coordinate with floor working group which printers will be moved into new building  *Depending on the floor plan, there is space for 3-4 shared countertop printers and 1 large multifunction machine per floor* |  |  | 30 days prior to move |
|  | Contact Mario to coordinate set up in new building | Mario Carmona |  | 30 days prior to move |
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| **Move Day Preparedness** | | | | |
|  | **Activity** | **Contact** | **Reference** | **Timeline to complete by** |
|  | Assign One-to-Two Dept Personnel to Move-Day Supervisory Role |  |  | 30 days prior to move date |
|  | Conduct Current-Office Site Tour with Move Coordinator | Leon Gardiner |  | 3 weeks prior to move date |
|  | Receive Move Material & Packing Boxes | Leon Gardiner |  | 2 weeks prior to move date |
|  | Label IT Equipment, Phones, Approved Items to Move (Color-coded move label stickers) |  | <https://ucsf.app.box.com/s/o6dz0hxix8m5ewc7vm0fbyw9yuj4wke6> | 1 -2 days prior to move date |
|  | Back-up Department Computer Files to UCSF Shared Cloud Drive |  |  | 30 days prior to move date |
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|  | **Department/Division Move Captain** |  |  |  |
|  | Provide name and cell phone of move captain to Leon, Berna, Luis |  |  | Designate 2 weeks prior to move. |
|  | Manage daily issues log and report issue resolution to project team | **Initial & Day of Move:** Leon Gardiner  **14 days after:** Berna Declet Luis Vite |  | Up to 2 weeks after move, or more if needed |

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| **Post-Move** | | | | |
|  | **Activity** | **Contact** | **Reference** | **Timeline to complete by** |
|  | **Broom Clean** |  |  |  |
|  | All work spaces must be left "broom clean": All items need to be removed and properly disposed of when moving out of the current workspace, this includes equipment and any non-original furniture. Please leave the space in the condition you would expect if you were moving into them. |  |  | 2 weeks post move |
| **Contact Surplus to properly dispose of furniture/equipment that will not be moved** | | | | |
|  | Internal surplus of furniture and other large items: Go to UCSF Logistics, and scroll down to “Clear My Office/Laboratory.“ |  | <https://supplychain.ucsf.edu/capital-asset-surplus-property-disposal> | 2 weeks prior to move – 2 weeks post move |
|  | Anything with a UC Asset Tag needs to have an Equipment Inventory Modification Request (EIMR) form filled out for it. |  | <https://controller.ucsf.edu/forms/accounting-reporting/capital-equipment-accounting/equipment-inventory-modification-request> | 2 weeks prior to move – 2 weeks post move |
|  | If you need help with the post-move sweep, cleanup, disposal of trash and small items: Submit a custodial service request |  | <https://campuslifeservices.ucsf.edu/facilities/services/custodial> | 2 weeks prior to move – 2 weeks post move |
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|  | Building Facilities Management issues post-occupancy | Michael Hahn |  | Post-Occupancy ONLY |
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|  | **Kit Parts** |  |  |  |
|  | ​Within 90 days of installation, the furniture will receive special UCSF pricing shown on attachment. Contact Melissa Kubit for ordering extra furniture parts. | Melissa Kubit | <https://wgvcv.ucsf.edu/furniture> | Within 90 days of Installation |