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UCSF

Wayne and Gladys Valley Center for Vision General Move Guide



The following information is provided to assist the new Wayne and Gladys Valley Center for Vision (WGVCV) occupants with a general concept of the move process and the responsibilities of the move team and occupants.

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. See your Change Agent for availability of packing materials for your specific areas.

- Mover Boxes - Small White Box with Self-Flap Lids
- Move Labels - Color-Coded Stickers for Boxes, Workstation Contents and Office Equipment

Move Material Delivered with Corovan IT Crew:

IT packing material comes with the crew, one day prior to move day for daytime moves and same day for evening moves.

- Ziplock Baggies - Used for Computer Keyboards, Mice and Peripherals
- Machine Carts - CPU, Monitors, Phones, and Baggies Move Together on Wrapped, Padded Carts

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 color move labels and addressing the label with your accurate room and workstation number, will assure the item is delivered to the proper location. The following is information that is required to be noted on your color move label:

Label each and every item moving to your new location. Make sure that you are using the correct color move label designated for your group. Defer to your Change Agent.

Color Move Labels:

Each department is assigned a certain move color. The labels are supplied to each Change Agent. REMEMBER TO LABEL ALL BOXES AND ITEMS WITH WORKSTATION / ROOM NUMBERS NOTED ON YOUR MOVE PLANS. 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. Mover crews will pack up any large bookcases and shelving contents 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. Mark outside of box "Fragile" on a second 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 mover 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, not the Project.
- 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.
- Please label & move all existing Cisco VOIP phones. Defer to Change Agent if purchasing new phones.
- 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.

Telephones:

- All Cisco VOIP telephones will be moved. Defer to your Change Agent if purchasing new phones.
- DO NOT PACK INTO BOXES. The phones will move on carts with your computer equipment.

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). Corovan IT Services 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** - Corovan IT Services 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 Corovan 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.
- **Daytime Moves** - Disconnections will start at 1:00PM the day preceding your Move Date.
Reconnections will start right after lunch the same day as move day.
- **Evening Moves** - Disconnections will start at 8:00AM on the same day as your Move Date.
Reconnections will start the day directly following move day at 8:00AM.

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 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 are committed to be available in the days directly following each move phase into the new building. See descriptive list below for a specific focus:

- ☞ Corovan mover crew and Move Coordinator will roam each area to assist with re-start activities on Move Day and post-move, contact Leon Gardiner at 510-423-2368 leon@mhsmove.com
- ☞ IT Field Services support can be found at the WGVCV first floor Help Desk and at 514-4100.
- ☞ Furniture vendor (OWP) crews will also be roaming each area to help with troubleshooting.
- ☞ Building-related issues can be resolved by accessing the campus CSC Maximo Work Order form and instructions at the link: myFs.ucsf.edu and by calling 476-2021.
- ☞ Project-supported Post Move activities will be active throughout the three-month move-in process. See Move Coordinator for scheduling details and limitations.

Computer Reconnect – As stated above, Corovan IT Services will reconnect computers at the new building after each move, generally following the times described above; and UCSF-ITFS will have technicians onsite for the days following each move for any connectivity issues you may have upon startup.

If you have an emergent IT need during off-hours or need to troubleshoot after the three-month building move-in time-frame, please call the Help Desk at 514-4100; and they will escalate and track these tasks.

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 the destination workstation number on the label.
- 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 MOVER 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.

Thank you!