MHS

and Associates, Inc.
1 Don Court
Redwood City, CA 94062
(650) 655-2055

UCSF
Clinical Sciences Building
* CSB *
General Move Guide

The following information is provided to assist the new Clinical Sciences Building (CSB) occupants with a general concept of the move process and the responsibilities of the move team and department occupants**.**

Move Material Delivered Prior to Move Day:
The Project Team is working to schedule the delivery of boxes and labels, in consideration of the new staggered packing durations due to "work-at-home" orders. See your Change Agent for availability of packing materials for your specific areas.
- Mover Boxes -   Small White Box with Auto-Bottom & Self-Lock Top Flap Lids
- Move Labels -   Color-Coded Stickers for Boxes, Workstation Devices, and Office Contents

Move Material Delivered with Corovan IT Crew:
Packing material will be utilized by the Corovan IT crew. Some material will be delivered with boxes & some on Move Day.
- Ziplock Baggies -   Used for Phones, Computer Keyboards, Mice and Peripherals
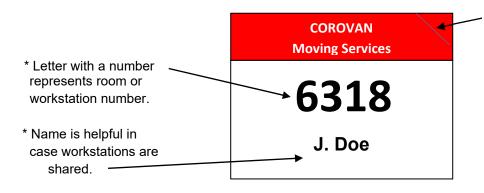- Speed Packs -   CPU, Monitors, Baggies, and Boxes Move Together in Large Open-Top Carts

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 upon request.
- Book Carts -   For Bookcase & Shelving Contents (shrink-wrapped)
- Dollies -   Small Padded, Four-Wheeled Pallet
- Speed Packs -   3-ft x 4-ft Mobile Open Box on Wheels
- Newsprint Paper -   For Packing Delicate Items (available upon request)

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 that items are delivered to the proper locations. The following is information that is required to be noted on your color move label:

* Letter with a number
represents room or
workstation number.

* Name is helpful in
case workstations are
shared.

**COROVAN
Moving Services**

6318

J. Doe

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

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 floor /group is assigned a certain move color. The labels are supplied to each Change Agent by our Move Team. REMEMBER TO LABEL ALL BOXES AND ITEMS WITH WORKSTATION / OFFICE NUMBERS NOTED ON YOUR MOVE FLOOR 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 with shared areas as assigned by your Change Agent. Mover crews will pack up any large bookcase and shelving contents as instructed on Move Day; and will load office equipment onto their 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 any type of box.
- Please take irreplaceable, personal 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. You can also use your existing, full 'office supply' boxes that can completely close up.

Labeling Items to Move:
- All furniture is new. Do not label existing furniture for the move to CSB, except UC-approved ergonomic task chairs and those specific pieces approved beforehand by the department.
- 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.
- Separate arrangements need to be made through your department for moving precious, irreplaceable artwork. Except for lightweight posters & whiteboards, the movers are instructed not to move artwork.
- It is suggested that keyboard trays do not move to the new space, as most are not useful with the sit-stand desk furniture configurations. The move crew will however, dismount and relocated if requested.
- Please label existing Cisco VOIP phones for the move. Defer to Change Agent if purchasing new phones.
- It is suggested that when applying labels, you fold one 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.
- Please place labels on monitor frame or stand, not directly on the screen.
- 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 & whiteboards are designated to move, mark with a move label; and they will be remove from walls and protected prior to transporting. *Note: Hanging posters & whiteboards can occur at the new space by facilities work-order, not by the movers.*
- **Chair Mats -** Place color label with destination number and the word "Mat".
- **Personal Items -** Personal pictures, trophies, knickknacks, or other non-replaceable valuables need to be removed by dept. staff before move day. The mover crews are not responsible for non-UCSF-owned property. UCSF staff may bring then into the new space when returning to campus.
- **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** - Are not automatically provided. Please contact daniel.chau@ucsf.edu with Facilities Recycling to obtain the quantities needed for this initial move-in period during "work-from-home".
- **Ergonomic Chairs** – As stated above, 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, Copiers, Special Services:

- **Backup 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 before 2:00pm on the day before your move date. Corovan IT Services will disconnect cables from CPU and monitor, place cords and cables in ziplock baggies along with keyboard, mouse, and phone. Mover crews will move computers and peripherals in padded, speed pack carts.
- **Computer Reconnect -** Corovan IT Services will reconnect computers at your new CSB space after each move; and UCSF-ITFS will support any connectivity/networking issues you may have upon startup. Generally, the move day starts at 8:00am.
- **Laptop Computers - Movers will not move laptops**, therefore please move these yourself. The 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 of these keys to your Change Agent or Move Contact person(s) 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.
- **Remote Desktop Set-up -** If staff working from home connect directly to their running desktop in the office, please notify us on the Move Matrix and again the week before your Move Date by email.
- **Credit Card Machines & APeX Printing -** These need to be brought to the move team's attention by noting in the Move Matrix in column 'AB' and by email notification the week before your move date.
- **Computer Post-Move Support -** The Corovan IT crew will reconnect computers at CSB on Move Day; and UCSF-IT Field Services will have technicians on-site, as requested through Service Now tickets, for the days following each move day for any connectivity issues, or special devices you may have.
  If you have an emergent IT need during off-hours or need to troubleshoot sometime after the one-month move-in timeframe, please call IT Help Desk at 514-4100 for them to track, escalate, and assign tasks.

Telephones:
- All Cisco VoIP telephones will be moved. Defer to your Change Agent if purchasing new phones.
- DO NOT PACK PHONES INTO BOXES. The phones will move with your computer equipment.

Move Day Reminder:

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

What Not to Move:
- X   Irreplaceable Personal and Department Precious Artwork
- X   Office Furniture (unless approved beforehand)
- 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 your new CSB spaces. See description list below:
- ☞   Corovan mover crew and Move Coordinator will be available as needed directly after your move day; but plans for full post-move support are on hold, due to 'work-from-home" orders. Contact your Move Coordinator for scheduling details and limitations. Also see the information below:
- ☞   IT Field Services support can be found online at the Help Desk at: ucsf.service-now.com/ess/ and by phone at 514-4100, as well as by email: itservicedesk@ucsf.edu .
- ☞   Furniture issues when staff start to work on-campus again and general building-related issues can be resolved by accessing the campus CSC Maximo Work Order form with instructions at the link: myFs.ucsf.edu and by calling 476-2021.

General Tips & 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 for large amounts of shared storage areas: *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!