

**University of Oregon Move Guide**  
*for planning on and off campus moves*

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## Initiating a Move

Campus moves are coordinated with Campus Planning & Facilities Management. Each campus move is set up as a distinct project to ensure the best outcome for that department or program, however, many campus moves are interrelated and must be carefully coordinated to meet various timelines and goals, while ensuring a smooth and efficient transition for moving departments. Additionally, to properly maintain the university's space inventory, all space assignments and usage must be updated.

All expenses associated with a move are the responsibility of the moving department. Costs associated with moves typically include: project management fees, boxes, contracted moving labor, special handling of items, temporary storage, updated signage, any construction requested in the new space, network activation, disposal of unwanted items, and cleaning or repair within the vacated space. Design & Construction has staff with expertise in budgeting for these move costs on any type of project. Please work with D&C staff in order to create an accurate scope of work and budget. Once this is approved by your department and index is provided, the move process can begin.

Once new space has been allocated to you via the Planning Department, the first step is to contact one of the following to schedule your move:

- For moves involving 4 or less offices and not requiring the removal of systems (modular) furniture, submit a service request to Facilities by emailing [csc@uoregon.edu](mailto:csc@uoregon.edu) or call 541-346-2319.
- For moves greater than 4 offices and those requiring systems furniture move or modification, initiate a move project with Design & Construction. This can be done online at: <https://cpfm.uoregon.edu/project-initiation-request-o>

## Roles & Responsibilities

For moves larger than 4 offices, the moving department will be assigned a Design & Construction Project Manager or Move Coordinator. S/he will oversee all move coordination efforts in order to ensure your move goes smoothly. It is the department's responsibility to appoint an internal Move Manager to interface with the D&C representative.

The Department Move Manager will:

- Serve as the main contact person between Design & Construction and their respective department.
- Be responsible for the myriad of items large and small involved with moving your department.
- Manage getting the department occupants packed, labeled, and ready to move.
- Coordinate the department's needs, expectations, and proposed schedule with the D&C representative facilitating the move.
- Share pertinent information with the department staff.
- Complete Information Services (IS) form and submit request to IS as scheduled.
- Update department information on UO Spaces once move is complete.
- Be on-site for a walk through of the vacated property as part of the move-out inspection.
- Serve as on-site contact during the day of the move. All other staff members are not to be on the move site (origin or destination), unless otherwise agreed upon with D&C representative.
- Submit form to UO Planning Office to confirm final vacancy of property. Form will be supplied by UO D&C representative.

The Design & Construction Move Coordinator (or Project Manager) will:

- Provide moving schedule as it relates to the larger project at hand.
- Coordinate a walk through with the moving company to review space for proper estimating purposes.
- Create move budget and contract with the moving company on your behalf.
- Deliver boxes, labels, and moving carts as needed.
- Facilitate meetings with the UO Design Team to discuss surplus and new furniture needs.
- NOTE: Movers will not disassemble or reassemble systems furniture. The UO Design team will assist you with this as needed.

- Assist you with determining items that can be moved to surplus and those items that will not be accepted by UO surplus. S/he will also provide all proper forms needed to dispose of unwanted furniture and electronics.
- Perform final walkthrough of new property to ensure items were moved as desired. If items are damaged s/he will submit the claim to the moving company on your behalf.
- Schedule and lead final walk through of vacated property to ensure all items have been removed as directed below.

## Roles & Responsibilities Matrix

Moving Activity	User Responsibility	Design & Construction Responsibility	Notes
Select internal department move coordinator to serve as primary contact with D&C	X		
Packing contents	X		PM/MC will provide boxes and packing guidelines
Post all items being moved to surplus on the UO Surplus property site at least 14 days prior to move (surplus.uoregon.edu)	X		
Labeling Furniture	X		Unless otherwise discussed with design team & PM
Filling out forms for E-Waste and Furniture Donation	X		D&C will provide form for submission
Phone and Network Service Transfer	X		D&C will provide form for submission
Pick up and assign keys	X		
Computer equipment moving & set-up	X	X	Dept. IT staff to dismantle and reassemble. Movers will move from A to B.
Unpacking contents	X		
New signage		X	
Arrange for leasing company to move printer/fax/other office equipment	X		
Moving contents to new space		X	
Moving contents to surplus or donation		X	Donation form must be filled out prior to move
Perform final walk through of vacated space for compliance		X	

## Moving Guideline Specifics

### Information Services

Schedule through IS at least 30 days prior to move:

- Work with your departmental move coordinator to compile information for new or existing data and phone jacks that need to be activated in the new space. The form for this information will be provided to you by the D&C Move Coordinator or PM, if your move is larger than 4 offices.
- The new location may require different phone equipment from your current equipment.
- During project planning, it is imperative that the department identifies any equipment that has special moving requirements.

### Computer and General Office Equipment

- Work with your department IT staff for scheduling the move. Some IT Departments prefer to move the equipment separate from the “people” move.
- If you choose not to have your IT Department move the equipment, each item must be labeled as directed in the packing guidelines.
- Special arrangements must be made for server room installations.

### Access Control: Lock and Keys

See Project Manager or Move Coordinator for more information

### Parking and Transportation

See Project Manager or Move Coordinator for more information

### Repairs and/or Improvements

It is highly likely that your move is associated with a larger construction project. If that is not the case, the following items will apply:

- Cost for space improvements will be the responsibility of the department requesting work, unless otherwise stated in an MOU.
- If work is to be done in a BOLI Building or per BOLI wages, expect additional time for processing through the contracting process. To find out if BOLI applies, contact the Design & Construction Office.
- If no modification to existing architecture, replacement of finishes, or change to egress pathways is needed, a work order request can be sent to [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu). Typically, minor routine repairs and maintenance are covered by Facilities, while improvements are paid for by the department.
- If you are in need of whiteboards or artwork to be hung, please send the request to [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu). This work can be completed by Facilities, but will be charged to the department.
- If more complex improvements are needed such as architectural, lighting, finish, signage changes, installation of systems furniture or procurement of new furniture; please submit request via the [Project Initiation Form](#).
- Depending on the complexity of work, allow time for the work to be completed. Simple refinishes of painting can take at least 2 weeks to schedule and complete, while carpet replacement takes longer. Any new finishes must be reviewed and approved by the UO Design Team.

## Moves involving Lab Space or Hazardous Chemicals/Materials

Contact [EH&S](#) if there is any laboratory space to be vacated or moved into. Any laboratories or special use spaces to be vacated must adhere to EH&S protocols. If working with a D&C representative (PM or otherwise), s/he will contact EH&S on your behalf. Items for EH&S review may include, but is not limited to:

- Laboratory Decontamination
- Fume Hood clearances
- Chemical moving and disposal

## Packing

- Packing materials will be supplied by the D&C Project Manager. If moving less than 4 offices with the assistance of Central Support, CS will provide the boxes. Note: packing one office typically requires at least 6 boxes.
- Each person must take the trash receptacle and paper recycle bin from their current workstations. New receptacles will not be provided at the new location. If additional receptacles are needed, contact Zero Waste.
- Do not load material higher than the top of moving boxes. Make sure that each box is closed. Boxes may need to be stacked in the moving truck or hand truck.
- Label each box with the building and room number of the new location using the stickers provided by the D&C Project Manager or Move Coordinator.
- Desk drawers must be emptied if the desk is being moved to another floor or building.
- For filing cabinets, confirm with PM or MC if the bottom drawer can remain full. The moving company can provide rolling carts which are easier to manage than multiple boxes.
- If your department chooses to purge file folders, or used office supplies prior to the move, request that Zero Waste deliver paper barrels and to set up a schedule for pick up by contacting [Work Control](#).
- Special arrangement must be made for fragile or sensitive materials and equipment. Please work with D&C Project Manager to accommodate these needs.
- If the item is being moved to Surplus, then all contents must be emptied.
- Material or furniture improperly packed or labeled will not be moved.
- **If an item is not labeled, it will not be moved.**

## Site Expectations

For all on and off campus moves, it is required that occupants leave the vacated space ready for reassignment. This means that the space must be left in “broom clean” condition, meaning the space will be completely emptied of everything and at a minimum swept clean after your belongings have been moved, including the coordination of facilities repairs. The condition of the space to be vacated is to be left as close as reasonable to the original move-in condition, given normal wear and tear. Any repair or maintenance needed (e.g. holes in walls, carpet stains, broken items, etc) may be billed the vacating department. Specific items to note:

- Personal items are removed
- Broken and damaged property is removed
- Trash and recycling is removed
- All furniture is removed. It is the responsibility of the vacating department to arrange a walk through with the incoming department (if known) to determine if any property can be reused by the incoming department in advance of the move date. Items to remain must be documented in writing and agreed upon by both the incoming and vacating groups.
- It is the responsibility of the vacating department to disperse of all property within the vacated space. Any remaining property will be removed at the cost of the vacating department.

For off-campus spaces, the following items must be left in good working order:

- Lights
- HVAC
- HVAC Filters must be replaced
- Plumbing & Electrical Systems
- Security Systems
- Lights & outlets must have switch plates

## Moving Resources

Need	Contact
Moves involving lab space and/or hazardous materials	<a href="#">Environmental Health and Safety</a>
Telephone & Data activation	<a href="#">Information Services</a>
Mailing address updates	<a href="#">Printing &amp; Mailing Services</a>
Notice and maps of location change	<a href="#">Campus GIS</a>
Rekeying locks	<a href="#">UO Lock Shop</a> (Work Control)
Special cleaning & carpet cleaning	<a href="#">UO Janitorial Services</a> (Work Control)
Acquiring new OR used systems furniture	<a href="#">UO Interiors Team</a> (Work Control)
Acquiring used freestanding furniture	UO Surplus Open M-F from 12:30-1p @ Romania (2020 Franklin Blvd.). Please note that while the furniture is free, there is a minor cost to have surplus furniture delivered to your new location from Surplus.
Recycling and waste removal	<a href="#">Zero Waste</a> (Work Control)
Design and Construction	Move Coordinator: <a href="#">Jeff Hanson</a>

## Campus Move Checklist

Date:	
Project Name:	
Project Manager:	
Project Location:	<b>Existing:</b> _____   <b>New:</b> _____
<b>As Soon As Possible</b>	
	Designate Move Coordinator for your department, see Design & Construction (D&C) Move Guidelines for description of role
	Approve project budget as provided by D&C
	Approve signage as coordinated by D&C, typically completed no later than 1 month prior to move
	Approve furniture & overall floor plan as provided by D&C, typically completed 2-3 months prior to move
	Review user responsibilities from campus operations (lock shop, NTS, parking, etc) and contact necessary parties
	Provide Network Telecom Services with network port numbers once construction is complete
	Create moving announcements for distribution to staff, vendors, students, etc.
	Engage your department IT team so they can prepare for the upcoming move
<b>One Month Prior to Move</b>	
	If moving to an off-campus or leased building, you will be contacted within this month by the building manager. S/he will work with move coordinator to schedule a building tour and orientation, providing you with necessary procedures and contacts for the building. This will assist with getting your team acquainted to the building and building manager.
	Familiarize yourself with parking, janitorial, recycling and trash services in the new building
	During this month, your D&C Project Manager will reach out to schedule a Pre-Move Meeting with Move Coordinator and key team members. This meeting is to review details regarding the actual move.
	Ensure necessary parties have been notified of your address change; including U.S. Postal Service, Parcel, Campus Mail (use campus 4 digit address for US Mail & Parcel), UO Phone, UO Electronic, UO websites, Infographics
	Par down supplies as move date approaches
	Schedule all borrowed or leased equipment to be serviced by appropriate companies prior to move (floor printer/copier and confidential shred bin, for example)
	Inform your IT staff of the date scheduled for move. Some IT departments prefer to move the equipment separate from the "people" move, coordinate with them if that is the case and inform D&C Project Manager. If not, the moving company will move computer/phone equipment.
	Designate space within current office as 'staging area' for packed boxes
	Request initial order of moving boxes and tape so you can begin packing, to be coordinated by Project Manager
	Review 'Packing How-To', as provided by move company, with staff to ensure everyone knows proper labeling and packing procedure
	Review any orders in process to ensure correct delivery
<b>During Packing - see moving company guidelines (these will be provided by D&amp;C PM at your pre-move meeting)</b>	
	Empty all desks, drawers and filing cabinets *bottom 2 drawers of wide lateral filing cabinets can remain full if the cabinet is being moved to new location* *tall thin filing cabinets can remain full, unless instructed otherwise by movers*
	Label all boxes and equipment, per guidelines provided by moving company
	Place packed boxes in designated staging area, if possible
	Prepare for walk-through with Interiors Planner to label all furniture that will be relocated to the new space
<b>Week of Move</b>	
	Request staff remove all personal items from refrigerator
	Make any special arrangements to move fragile or sensitive materials
	Clean out cabinets in breakroom/kitchenette
	Plan for designated work area for staff who may want to work offsite the day prior to the move and the day of

<b>Day Prior to Move</b>	
	Shut down computers and disconnect, ensure all parts/pieces are labeled for the move (Place all peripherals in large zip-lock bag)
	Leave keys in cabinetry and lockable systems furniture
	Ensure all trash cans & recycle bins are emptied and labeled for new location
	Unplug all phones, ensure they are labeled for the move
<b>Day of Move</b>	
	Plan for only one person at current site during move day. Faculty/staff can enjoy some time off or work remotely
	Plan for only one person to be on site at the new location
	Do not plan to unpack any boxes until move is complete and movers have left the site
<b>After Move</b>	
	Begin to unpack, plan for at least half-day of unpacking to get the department up and running again
	Coordinate hanging of items that need to be wall-hung (art, bulletin boards, etc) with Zone Manager. Contact Customer Service to place a workorder for this. ( <a href="mailto:workcontrolcenter@uoregon.edu">workcontrolcenter@uoregon.edu</a> or 541.346.2319)
	Inventory all items that were relocated and inform D&C Project Manager if any items are missing or damaged
	As you settle in to your new space, acquaint yourself with the new building manager & processes. Work with building manager if any building specific questions arise.