

DEPARTMENT OF MEDICINE

MOVING CHECKLIST

The Department of Medicine would like to provide the following guidelines and resources to help those moving to new spaces have a safe, efficient, and stress-free transition to their new space. Initial planning is critical for a successful move. Please review the check list below and complete the steps that apply to your group. Every relocation will have its own unique set of requirements and parameters, but we hope to make the transition as smooth as possible for everyone involved.

Current Location: _____

New Location: _____

Move Date: _____

Move Representative: _____

PRE-MOVE

- ☐ 1) Walkthrough and plan move with DOM Facilities.
- ☐ 2) Are facility changes needed before moving in?
- ☐ 3) Determine surplus, trash, and items to move.
- ☐ 4) Phone, data, and computer connections.
- ☐ 5) Change of address.
- ☐ 6) Keys and badge access.
- ☐ 7) Check the move route for obstacles.

MOVING DAY

- ☐ 8) Assign a representative to be present during the move.
- ☐ 9) Last minute check that all items are ready to move.
- ☐ 10) Check both locations before the movers leave.

AFTER MOVE

- ☐ 11) Notify DOM Facilities of any move related issues.
- ☐ 12) Clean the old space.
- ☐ 13) Update UAB campus directory.
- ☐ 14) Order signs and directories.
- ☐ 15) Update all regulatory signage in the new location.

PRE-MOVE

1) Schedule walkthrough of current space with DOM Facilities team and create a moving plan.

- a) Email DOMFacilities@uabmc.edu to arrange a time to review the space and items to be moved.
- b) The DOM Facilities team will schedule a moving date and coordinate the movers. (\$)
- c) An account number will need to be provided for moving costs (if applicable).
- d) Packing materials will be ordered after the initial walkthrough. (\$)

2) Determine what changes need to be made to the new space.

- a) Coordinate with DOM Facilities to arrange any renovations such as painting, electrical, lighting changes, data port additions, etc. (\$)
- b) Complete space planning review to ensure furniture and equipment being moved will fit into the new space. DOM Facilities can help with planning if needed.

3) Determine which items will be moved, which will go to surplus, and which will be disposed of.

- a) Items to be moved:
 - All items to be moved should be clearly marked with their new location.
 - Secure labels can be obtained from DOM Facilities (do not use sticky notes).
 - For items that consist of multiple parts (desks, computer set ups, etc), make sure to label each piece so nothing gets misplaced.
 - Determine which items may require special handling, including extremely heavy items or sensitive equipment.
 - If a vendor requires that they move a piece of equipment in order to maintain warranty, it is up to the group moving to schedule that move. (\$)
 - If items need to be disassembled, a separate company may need to be scheduled to do the disassembly. (\$)
 - If items are connected to air, gas, or water lines, DOM Facilities will schedule maintenance to do the disconnections a few days before the move.
 - Some items may need to be moved by the occupants. This includes chemicals, biohazards, sharps, and liquids.
- b) Items to go to Surplus
 - Occupants moving should make a list of surplus items
 - Once list is composed, it should be sent to DOMFacilities@uabmc.edu to arrange submission and pick up.
 - If using UAB movers, it may take up to 30 days for items to be picked up. There is no charge for UAB movers.
 - If items need to be picked up earlier than UAB movers are available, outside movers can be arranged. (\$)
- c) Items to be disposed of
 - Moving is a great time to dispose of anything not needed or unwanted!
 - Your group should contact your shredding vendor for extra shred bins if needed. (\$)
 - If you need a large trash bin or extra recycling bins, contact Kimmney Jones, joneskd@uab.edu, 205-517-3911. (\$)
- d) Clear all items for surplus and moving with EH&S
 - Contact Environmental Health and Safety to review and clear any biohazard or radioactive labeled items before the surplus pick up date and/or move. Your department is responsible for contacting EHS and arranging their review. Contact their office at www.uab.edu/ehs or call 205-934-2487.
 - All items with a biohazard stickers or radiation stickers will have to be cleared with EH&S prior to being moved.

- Items not cleared by EH&S will not be picked up by the movers.

4) Arrange phone, data and computer connections and terminations.

- a) The group moving should contact DOM IT (DOMHelp@uab.edu) as far in advance as possible and schedule to disconnect all computers the day before the move and arrange to have them reconnected after move is completed.
- b) Identify data ports in new location that need to be activated. Send a list of data ports that need to be activated (including room numbers) to DOM Facilities. We will need to know if each port needs to be on the Hospital or Campus Network (DOM IT can assist with this determination if needed) (\$)
- c) Phone Transfers: VOIP phones (newer gray phones) can be relocated without any changes. For older Meridian phones, please contact DOM Facilities for instructions.
- d) Copiers: Contact the vendor to issue an estimate to relocate the unit to your new location. Please forward information to DOM Facilities when you receive it. (\$)

5) Inform UAB Mail services and vendors of new address.

- a) Prior to the move, email PostOffice@uab.edu a memo containing the following information:
 - Name of Department/Division.
 - Date mail change should occur.
 - List of individuals moving in alphabetical order.
 - Current location & new location.
- b) As each individual receives forwarded mail, they are responsible for contacting the sender to have their address corrected.

6) Arrange Keys and Badge access.

- a) Please send DOM Facilities a list of people (name and blazer ID) that need keys and/or badge access to the new location.
- b) DOM Facilities will coordinate the rekeying of the new space. There is a \$75 charge for rekeying a door. (\$)
- c) All old keys should be returned to Physical Security at 1717 11th Ave South, 1st Floor, Suite 101 in Medical Towers.

7) Determine a Moving Route and Move Timeline

- a) Identify pathway from old location to new location and make sure there are no items in pathway that prevent moving items safely.
- b) Determine locations of elevators, loading docks, parking for movers, etc. and ensure moving trucks can fit into and access loading docks and entrances, and elevators can handle weight loads.
- c) Check all door widths along the route for large items (i.e. centrifuges, -80 freezers). If a door needs to be removed, this will need to be arranged with maintenance well in advance.

MOVING DAY

- 8) Make sure a Representative, PI, or Lab Supervisor is present to assist with the move.**
 - a) A group representative, PI, or lab supervisor will need to be present on moving day to assist with the moving process and assist with directing the movers.
 - b) Please provide the DOM facilities team with contact information including phone numbers for the person(s) who will be present on moving day who can assist if any questions arise during the move.
 - c) Someone from the group moving will need to be available during the entirety of the move.
- 9) Do a final walk through to make sure items are ready to move.**
 - a) File cabinets should be empty, desk drawers cleaned out, liquids removed from all equipment.
 - b) Furniture and equipment should be labeled with new destination building and room numbers.
 - c) Make sure any gas, air, and water connections have been disconnected from equipment.
- 10) At the end of move, check both locations for any remaining items that need to be moved or rearranged**
 - a) Walk through new space to ensure everything was moved to correct locations.
 - b) Inform movers or DOM facilities team of anything that was not placed in correct location or needs to be moved.

AFTER MOVE

11) Contact DOM Facilities about any move related issues.

- a) We try to catch any issues well before move day, but if something was overlooked, please contact DOM Facilities as soon as possible.
- b) Any equipment damage needs to be reported to DOM facilities as soon as possible.
 - If possible, report damages the day of the move, but it should be reported within one week at the latest.

12) Arrange cleaning and decommissioning of old space.

- a) Contact EH&S for a final walkthrough. They will require that all items be removed and the space cleaned. They will check every cabinet and drawer.
- b) A representative from the group should do a final walkthrough of the area to make sure no items or equipment have been left behind.
- c) It is up to the occupant to clean or have someone clean the old area including removing all trash.
- d) The old space should be clear of all items and ready for the next occupants or construction.
- e) If you fail to properly clean out the old space, your group will be charged for cleaning. (\$)

13) Update UAB campus directory

- a) To update the UAB Campus Directory with your new location, submit your changes to your division's Human resource officer.

14) Order Signs and Directories

- a) Order signs for doors and corridor directories by contacting Norm Carr, (signman@uab.edu), 205-934-4969. (\$)
- b) For large orders or specialty signage, please contact DOM Facilities.
- c) Or you can print your own.

15) Post radiation, biohazard, and emergency contact labels on doors as appropriate.

- a) EH&S can supply most of these items.

CONTACTS AND OTHER INFO

Department of Medicine Facilities

- DOMFacilities@uabmc.edu
- Jeff Bridges: jbridges@uabmc.edu, 205-532-6937
- Corey Cates: coreycates@uabmc.edu, 205-600-2213
- Adrena Christolear: achristolear@uabmc.edu, 205-895-2626

Department of Medicine IT

- Website: <http://www.uab.edu/DomIT>
- email: domhelp@uab.edu
- Phone Number: (205)-975-HELP (4357)

UAB Environmental Health and Safety

- Website: <https://www.uab.edu/ehs/>
- Phone Number: 205-934-2487

UAB Mail

- Website: <https://www.uab.edu/printmail/mail>
- postoffice@uab.edu, or ardia@uab.edu