



Moving Guide

ONPRC Facilities

Intro:

Moving at OHSU's West Campus can be a complicated task. Who do I call for each service? How far out do I need to schedule? In what order should the services take place? What am I forgetting?

Purpose:

The purpose of this document is to guide individuals in charge of coordinating individual or department moves at OHSU's West Campus.

This document is intended to supplement the Space Committee's Relinquishment Policy and be a "how-to" guide for coordinating your move.

Options:

When it comes to coordinating your move you have two options:

	Who	Contact
<p>Preferred Option</p> <p>Hire Help</p>	<p>ONPRC Facilities, Small Projects Team</p> <ul style="list-style-type: none"> Hire them to coordinate all or part of your move There is no move too big or too small...ONPRC Facilities reserves the right to outsource the larger moves to Logistics or an outside firm. They provide free consultations 	<p>onprcfacilities@ohsu.edu</p> <p>Provide Alias number</p>

	How	Notes
<p>Secondary Option</p> <p>Do it yourself</p>	<ol style="list-style-type: none"> Determine your needs <ol style="list-style-type: none"> Timeline Building access Moving Repairs Cleaning Schedule services <ol style="list-style-type: none"> 30 days in advance Ensure services are scheduled in the correct order <p>*Use the following checklist as a guide</p>	<p>The ONPRC Facilities Moving Checklist outlines the most common services used during moves. Certain moves will require additional services. For help with additional services email:</p> <p>onprcfacilities@ohsu.edu</p>



Moving Checklist

ONPRC Facilities

	Service	Contact	Scheduling	Checkbox
Building Access	<ul style="list-style-type: none"> • Badge Access • Key Request 	ONPRC Facilities: Shannon-x5249 or Linda- x5235	15 days in advance. Schedule as needed to gain access to new	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Rekeying • New locks 	onprcfacilities@ohsu.edu	15 days in advance Schedule as needed to gain access to new	<input type="checkbox"/>
Moving	Free standing objects <ul style="list-style-type: none"> • Bookcases • Chairs • File cabinets • Non-fixed furniture & equipment • Broken furniture & equipment 	onprcfacilities@ohsu.edu	30 days in advance Schedule this service to be performed before restoration and cleaning	<input type="checkbox"/>
	Workstations <ul style="list-style-type: none"> • Computers • Scanners • Printers • Fax machines 	wchelp@ohsu.edu	30 days in advance Schedule this service to be performed before restoration and	<input type="checkbox"/>
	Chemicals and/or radioactive material <ul style="list-style-type: none"> • Relocation • New storage 	wcehrs@ohsu.edu	30 days in advance Schedule this service to be performed before	<input type="checkbox"/>
Restoration	Patch & repair damage <ul style="list-style-type: none"> • Walls • Ceilings • Floors • Fixed furniture & equipment 	onprcfacilities@ohsu.edu	30 days in advance Schedule service to be performed after moving and before	<input type="checkbox"/>
Cleaning	<ul style="list-style-type: none"> • Wet lab • Lab support • Any space where radioactive material or chemicals were used 	wcehrs@ohsu.edu	30 days in advance Schedule for after restoration and before deep	<input type="checkbox"/>
	Deep cleaning of empty space	Custodial Services: onprcfacilities@ohsu.edu	30 days in advance Schedule this service to be performed last	<input type="checkbox"/>

For all other services call ONPRC Facilities at x5249 or x5235 or onprcfacilities@ohsu.edu.