

SOUTH WATERFRONT CAMPUS MOVING GUIDE & CHECKLIST

Intro:

Moving at OHSU 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 the **Center for Health & Healing** and the **Collaborative Life Sciences Building**.

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
Preferred Option Hire Help	SoWa Building Management Team <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 for this team They provide free consultations 	Angus Work Order or 8-9960 <i>**Building Management will triage to OHSU Facilities and work with this team</i>

	How	Notes
Secondary Option Do it yourself	<ol style="list-style-type: none"> 1. Determine your needs <ol style="list-style-type: none"> a) Timeline b) Building access c) Moving d) Repairs e) Cleaning 2. Schedule services <ol style="list-style-type: none"> a) 30 days in advance b) Ensure services are scheduled in the correct order <p><i>*Use the following checklist as a guide</i></p>	Building Management Moving Checklist outlines the most common services used during moves. Certain moves will require additional services. To get this process started, call Building Management at 8-9960.

	Service	Contact	Scheduling	Checkbox
Building Access	<ul style="list-style-type: none"> • Badge Access 	Transportation & Parking: 4-8283 ID Badge Requests	30 days in advance Schedule as needed to gain access to new space	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Key Request • Rekeying • New locks 	OSHU Key Requests Angus Work Order or 8-9960 <i>**Building Mgmt will triage to Lockshop</i>	30 days in advance Schedule as needed to gain access to new space	<input type="checkbox"/>
Moving	Free standing objects <ul style="list-style-type: none"> • Bookcases • Chairs • File cabinets • Non-fixed furniture & equipment • Broken furniture & equipment 	Logistics – Moves and Surplus 4-8019 <i>**Department owned furniture only – everything else stays at CHH/CLSB</i>	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 	ITG Service Catalog Request or 4-2222	30 days in advance Schedule this service to be performed before restoration and cleaning	<input type="checkbox"/>
	Chemicals and/or radioactive material <ul style="list-style-type: none"> • Relocation • New storage 	EHRS: 4-7795	30 days in advance Schedule this service to be performed before restoration and cleaning	<input type="checkbox"/>
Restoration	Patch & repair damage <ul style="list-style-type: none"> • Walls • Ceilings • Floors • Fixed furniture & equipment 	Angus Work Order or 8-9960 <i>**To be done in-house by Building Mgmt</i>	30 days in advance Schedule service to be performed after moving and before cleaning	<input type="checkbox"/>
Cleaning	<ul style="list-style-type: none"> • Wet lab • Lab support • Any space where radioactive material or chemicals were used 	EHRS: 4-7795	30 days in advance Schedule for after restoration and before deep cleaning	<input type="checkbox"/>
	Deep cleaning of empty space	Angus Work Order or 8-9960 <i>**To be done in-house by janitorial crew, GCA Services</i>	30 days in advance Schedule this service to be performed last	<input type="checkbox"/>

For questions about other services, please call SoWa Building Management at 8-9960