



Moving Guide

Facilities & Logistics

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 OHSU’s Marquam Hill 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
Preferred Option Hire Help	Design & Construction, Small Projects 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 	Facilities Work Request or 6-0000 Work Order

	How	Notes
Secondary Option Do it yourself	<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>	The Facilities & Logistics Moving Checklist outlines the most common services used during moves. Certain moves will require additional services. For help with additional services call: Facilities Triage at 6-0000.



Moving Checklist

Facilities & Logistics

	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 	Facilities Work Request or 6-0000 Work Order	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 4-1074 Office & Labs Moves	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 CAPS 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 	EHS: 4-7795 EHS	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 	Facilities Work Request or 6-0000 Work Order	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 	EHS: 4-7795 EHS	30 days in advance Schedule for after restoration and before deep cleaning	<input type="checkbox"/>
	Deep cleaning of empty space	Custodial Services: 4-1381 Custodial Services	30 days in advance Schedule this service to be performed last	<input type="checkbox"/>

For all other services call Facilities Triage at 6-0000