**RELOCATION
INFORMATION**

**For all <Academic/Business Unit> relocating**

**From: <Building Name and Campus>**

**To: <Building Name and Campus>**

**Relocation Date: <Date>**

**Key Contacts**

Capital Development Group - Facilities Management Unit

<Name> <Ext>

<Name> <Ext>

<Academic/Business Unit>

Liaison person

<Name> <Ext>

Any questions or problems regarding the relocation should be directed in the first instance to the Relocation Liaison person for the <Academic/Business Unit> who will liaise as required with the designated Project Manager or Facilities Management Unit contact.

1. List of People & Functions Moving

The following is the list of people and functions scheduled to move on <date>.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupant to be Relocated** | **From Room/WorkstationNo:** | **Campus** | **To Room/Workstation No:** | **Campus** |
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1. Purpose of this Document

The purpose of this document is to provide the staff and or students connected with the relocation with a concise source of information related to the relocation process and subsequent occupation of new accommodation.

1. Removalist

<Contractor> has been contracted to carry out this relocation and are required to report directly to the Facilities Management Unit contact throughout this project.

4.0 Relocation Program

The following outlines the relocation program and key dates for this project:

| **Date/ Period** | **Action** |  **Responsible** |
| --- | --- | --- |
| <Date> | Packing information session with usergroup, Removalist and PM re, how much to take, how to pack crates, how to label, when crates will be delivered and empty crates picked up | PM |
| <Date> | Unit General Manager or nominated Relocation Liaison to notify FM Assist of all staff being relocated and access requirements for modification to staff swipe cards on the nominated move date. | Business Unit- Relocation Liaison  |
| <Date> | Relocation Liaison to contact IT Help desk to request assistance with disconnecting computers (providing blue plate numbers) on the required date | Business Unit- Relocation Liaison |
| <Date> | Relocation Liaison to arrange for relocation of MFD on required date | Business Unit- Relocation Liaison |
| <Date> | Crates delivered by the removalist 1 week prior to the relocation  | PM |
| <Date> | Relocation Liaison to contact FM Assist and fill out ‘Building Access Request’ and lodge with Campus Security | Business Unit- Relocation Liaison |
|  <Date> | New accommodation is handed over to UniSA for occupation (Practical Completion) | Contractor (if refurbishment)Consultant to issue Certificates prior to occupation |
| <Date> | Packing Day, Phone handsets and cables (Phone numbers transfer with the Handset) to be labelled as per instructions  |  Business Unit- Relocation Liaison |
|  <Date> | Packing Day- Staff to label each piece of computer equipment with labels of new workstation or office location, as per instructions. If IT Help desk has been informed IT will disconnect all computer equipment and leave on the desk for Removalist to bag up. Removalist will bag computer and cables. | Business Unit- Relocation Liaison  |
| <Date>  | **All packing is completed and clearly labelled by end of day** | Business Unit- Relocation Liaison  |
| <Date> | Any remaining keys to be handed in to FM Assist if not being utilised in new accommodation. | Business Unit- Relocation Liaison  |
| <Date> | Plan of office furniture location is taped to door of new accommodation with office and workstations clearly numberedEach Office and Workstation to be clearly numbered for the removalists. | PM |
| <Date> | **Removalists will begin dismantling furniture if / as required.** | **Removalist** |
| <Date> | **Relocation of crates and furniture (as applicable)**  | **Removalist** |
|  <Date> | No access to previous accommodation and swipe card access to cease if applicable.  | Business Unit- Relocation Liaison |
| <Date>  | **Occupation of new accommodation begins –access to new location to have been previously arranged by General Manager with FM Assist. Start unpacking (from 8.00 am). All crates to be emptied one week after the relocation for collection by the Removalist** | Business Unit- Relocation Liaison |
| <Date> | If applicable old premises to be cleaned prior to next group moving in  | PM |

5.0 Room allocation

It should be noted that any specific furniture setup for your new accommodation should be clearly identified prior to the relocation using a copy of the plan and taped to the door or partition of the specified accommodation space.

The Relocation Liaison must be available as a key point of contact during the relocation process to ensure any queries from staff, students or the removalist contractors can be answered. The Liaison person must also sign off the Removalist’s documentation verifying that all agreed furniture and crates have been relocated (at completion of emptying the old premises and when all furniture has been relocated into the new premises. This can be discussed with the Project Manager depending on the timing of the move.

6.0 Electronic Access Cards

Your new accommodation <does/does not> have an electronic access card security system to access the main perimeter doors of this building. Please refer to campus security protocols for any after-hours access to this building.

7.0 Keys

Generally, where existing doors are fitted with Bi-Lock type locks, existing cylinders will be transferred by Security from the current accommodation to the new location accommodation. This will only apply in instances where the staff or student is relocating within their existing campus.

When the existing lock cylinders are not suitable for re-use or when additional locks are required, Security will organise new lock cylinders (bi-lock type) for the new accommodation. In this instance the existing keys will not access the new accommodation and new keys will be provided at cost to the Business Unit.

It is the responsibility of the Business Unit to complete the **APPIAN** [Building Access Request](https://bpi.unisa.edu.au/suite/tempo/actions/item/ksBENnJnQZs7Xavkrf3S2vIpmftulAll6JpoaAJVCQiEm7uvdNXTdViMLKBP-fBMf_vBsjgKs3TkpI_nmm4cSHs2VmJCt9Uass-zKs)

for all new keys and forward to the Security Office a minimum of 4-5 Days prior to the relocation. This requires approval from your Executive Dean/Director of Units or their nominee.

All keys for existing accommodation that are not being transferred should be handed to campus Security on the last day of occupation of your existing accommodation. Please refer to dates specified in the Relocation Program in Section 4.0 of this kit.

 8.0 Insurance

The University’s Insurance Policy is designed to cover all University property and goods in transit by rail, road, air or sea.

Detailed terms and conditions of this policy can be viewed on the Finance Unit Web Site located at:

<http://w3.unisa.edu.au/fin/commercial_support/insurance/general_insurance/general_ins_default.asp>;

Please note that the limits of this policy are:

* Works of Art: Up to $50,000 any one conveyance
* All Other Goods: Up to $200,000 any one conveyance (domestic) and up to $100,000 (overseas transit but excludes high risk countries)Relocation of specialist equipment & research materials will need specific discussions and approval from UniSA insurance.

Business Units have the responsibility to advise the Insurance Office, Finance Unit if the above values are likely to be exceeded or if any specialist equipment and/or research material will be relocated. These discussions should involve the Project Manager.

**Please note that the University’s insurance policy DOES NOT cover personal items in transit.**

9.0 Personal Items

Staff members are advised to remove all personal and/or valuable items including photographs, portable radios, potted plants and clothing from their offices as insurance does not cover any personal items in transit.

10.0 Packing and Manual Handling

It is the responsibility of the Business Unit to identify all hazards associated with packing and moving as part of the University’s WHS Procedures. The procedure for Hazard Management is located at:

[WHS Procedure: Hazardous Manual Tasks](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/hazardous_manual_tasks.pdf)

The Relocation liaison is to notify the Project Manager of any potential Hazards or the relocation of hazardous materials for these to be identified to the removalist.

The removalist will provide packing crates, wheels and labels approximately one week prior to the relocation. Additional crates and wheels can be provided on request to the Project Manager. Only the removalist labels can be used, items not displaying the removalist’s label will not be included in the move.

It is the responsibility of the Business Unit to ensure that **all** items are packed in crates Including non-staff specific items such as stationery and kitchen equipment

It is expected that each staff member will pack all items used by that individual including books, files and stationery.

If a staff or student member with a disability requires support or assistance to relocate, it is the responsibility of that person to bring this to the attention of the Relocation Liaison so that appropriate support can be arranged.

It is the responsibility of all staff to ensure safe manual handling practices are maintained and information relating to manual handling can be found in the Code of Practice for Manual Handling or the UniSA Manual Handling procedure located at:

<http://www.unisa.edu.au/ohsw/procedures/manualhandling.asp>

If a staff or student member is not packed ready for relocation or is on leave during this period it is the responsibility of the Relocation Liason to arrange to this packing to be done by the required date.

***Please take this opportunity to discard items that are no longer required. Do not discard re-useable or relocatable items.***

Additional recycle bins can be made available from Campus Services. These are free for general items, however there is a charge for disposal of confidential recyclable waste. Recycle bins can be organised by completing a Customer Service Request at least **10 Working Days** prior to the delivery.

<http://www.unisa.edu.au/facilities/maintenance/csr.asp>

Where there is a large quantity of items to be disposed a request can be made to FM Assist (at least one week prior) to arrange for a mini skip or larger bin to dispose of unwanted or outdated items. This cost is charged back to the Unit.

11.0 Labels

All items, including crates, furniture and computer equipment must have the removalist’s label destination room or workstation number or it will not be moved. The labels must be located on the side of the crate or in a prominent position on the individual piece of furniture or equipment (including phone, PC, monitor etc)

12.0 Furniture and Fittings

Staff should check with their Relocation Liaison to determine what furniture is being relocated and if it is included in the removalist’s scope of work, any additional items not in scope will be an additional charge.

Each staff member is responsible for emptying all items from furniture such as cupboards, shelving units and desk drawers and packing the contents in boxes. The removalists will dismantle shelving units, desk returns, etc commencing at <enter time, date and day>. Pictures are to be labelled and removed from walls and stacked for packing by the removalist.

The removalists will set the relocated furniture up in a typical arrangement unless prior notice is provided by placing a furniture plan on the door of the new accommodation 24 hours prior to the relocation.

Should you need to make any changes to furniture arrangements after the relocation, this can be done by raising a Campus Services Request Form located at:

<http://www.unisa.edu.au/facilities/maintenance/csr.asp>

13.0 Filing Cabinets

If the cabinet can be locked, only the bottom drawer of a typical four drawer filing cabinets may be left with the contents in place. The contents of two drawer filing cabinets may remain within the unit during the relocation.

Cabinets should be locked and the keys removed and retained by individual staff member or the Relocation Liaison. Please ensure that keys are clearly labelled and any drawers which cannot be locked are securely taped closed prior to the relocation. Taped drawers must be empty.

14.0 MFD’s and Specialist Equipment

Any MFD’s to be relocated that have a lease, maintenance or operating agreement will not be relocated by the removalist. The Business Unit must contact the contracted party directly to relocate this on the required relocation day. Where necessary, alternative removalist services may be coordinated by the Facilities Management Unit to relocate unique or specialist pieces of equipment.

15.0 Telephone Handsets -

Individual staff will need to pack their current telephone handsets when they move. The telephone handset should be packed and labelled in accordance with the instructions from the removalist.

If new handsets are required, The Relocation Liaison should contact the IT Helpdesk to arrange prior to the move.

Notify the IT Helpdesk of any spare handsets after the relocation for collection by

17.0 Computer Equipment

The Business Unit is to contact the IT Helpdesk to arrange for all equipment (computer and handsets) to be reviewed and tested the day prior to the move and for the disconnection of all equipment in line with the programmed move.

Staff will be responsible for applying labels to each piece of equipment, indicating its new location.

IT Staff will leave disconnected equipment on the desks for the removalists to bag up. Ready for relocation.

On the day following the move, IT support staff will reconnect the computer equipment to the network ports available at each workstation. ISTS will ensure network functionality. This clear demarcation will assist the University in any insurance claims regarding damage during the relocation process.

A full test of functionality will be the responsibility of the user. ISTS staff cannot test full functionality because they do not know how each item of equipment is used and are not privy to individuals’ passwords.

Users in attendance when their equipment is connected will have the advantage of requesting investigation of difficulties immediately. IT staff will conduct later tests as priorities allow.

18.0 Data Network

At the completion of the project the Project Manager will notify ISTS of the data patching required prior to the usergroup relocating.

19.0 Signage

A full review of all signage requirements as part of the relocation will be developed in consultation with the Business Unit and the PM from the Facilities Management Unit.

All signage requirements shall be coordinated with the Facilities Management Unit contact and Business Unit Liaison as part of the project at least **20 Working Days** (dependent on project size) prior to the relocation to allow for installation at the appropriate time.

20.0 Unpacking

Please unpack all crates and place in a suitable location for collection by the removalist. Crates will be collected one week after the relocation, however if earlier collection is required the Business Unit Relocation Liaison can notify the PM that the crates can be collected. If crates are retained for longer periods or are lost, the removalist company will invoice the business unit for the lost crate.

Staff and students are reminded to use safe manual handling practices when unpacking in their new accommodation.

21.0 Carparking

For information on car parking available at your new campus please contact FM Assist Services Campus Services directly.

22.0 Workplace Safety and Wellbeing Inspections

The UniSA WHS team will carry out inspections of all new building and refurbishment programs once occupation has occurred. This worksite inspection will assist in identifying any concerns of your working environment and/or assist in providing advice on settling into your new office/workstation environment.

It is also recommended that each staff member conduct an ergonomic assessment of your office/workstation located at:

<https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs45.docx>;

The WHS team is available to assist the Business Unit with information and advice on ergonomic assessments in the workplace.

23.0 Outstanding Building Works Items Rectification Period

Where a relocation occurs into recently refurbished accommodation, it is normal to expect that after the date of hand over there will still be some small items that require touching up, rework or completion. During the Defect Period (12 Months), staff can expect to see representatives from the contractor working in your new accommodation to complete outstanding items.

Any defects noted by the user-group should be communicated through to the PM within the 12- month period. Following this time, any damaged on non-functioning items should be communicated to FM Assist via a CSR.

24.0 Other Useful Contacts

Contact during Defects Period:

|  |  |  |
| --- | --- | --- |
| Project Manager | <Name> | <Extn> / Mobile |

Other useful contacts include:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Campus Facilities Manager | <Name> | <Extn> |
| Campus Services Coordinator | <Name> | <Extn> |
| WHS Services | <Name> | <Extn> |
| ISTS Help Desk | <Name> | <Extn> |

**Computer Relocation Form**

# **For: <Business Unit>**

# **Moving from: <Current location: Level, Building, Campus>**

# **To: <New location: Level, Building, Campus>**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Equipment Description** | **UniSA Blue Plate No.** | **Current Room Number** | **From Data Point** | **New Room Number** | **To Data Point** | **Length of Cabling Required** | **Relocation Date and Time AM/PM** |
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Please complete this form and send it to the ISTS Help Desk and Facilities Management Unit Contact via email at least **10 Working Days** prior to the move. Where possible attach a floor plan showing new accommodation.