

MOVE COORDINATION MEETING MINUTES

University of Lethbridge

Science Facilities

Move Coordination Meeting

Meeting Date: December 3, 2018

Minutes Distributed: December 12, 2018

Location: A780

Present	Copied	Name	Representing	Email
X		Dan Furgason	Physics & Astronomy	furgason@uleth.ca
X		Rob Sutherland	Neuroscience	robert.sutherland@uleth.ca
X		Peter Dibble	Chemistry & Biochemistry	dibble@uleth.ca
X		Brent Selinger	Biological Sciences	selibl@uleth.ca
X		Isabelle Gauthier	Animal Care Services	isabelle.gauthier@uleth.ca
X		Matt Letts	Arts & Science – Deans Office	matthew.letts@uleth.ca
	X	Craig Cooper	Arts & Science – Deans Office	craig.cooper@uleth.ca
X		Doug Mackie	Facilities – Campus Safety	doug.mackie@uleth.ca
X		Carolin Cattoi-Demkiw	Facilities – Campus Safety	carolin.cattoidemkiw@uleth.ca
X		Nicole Bach	Destination Project Office	nicole.bach@uleth.ca
X		Gene Lublinkhof	Science Facilities	gene.lublinkhof@uleth.ca
X		Nicole Meurs	Science Facilities	n.meurs@uleth.ca
X		Robert Kiewiet	Science Facilities	robert.kiewiet@uleth.ca
	X	Andy Hakin	Provost & VP Academic	hakin@uleth.ca
	X	Nancy Walker	VP Finance and Administration	nancy.walker@uleth.ca
	X	Erasmus Okine	Research and Innovation Services	erasmus.okine@uleth.ca
	X	Brian Sullivan	Destination Project Office	sullivan@uleth.ca
	X	TJ Hanson	Facilities	tj.hanson@uleth.ca

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Item #	Description	Action	Due Date
A INFORMATION			
A.1	<ul style="list-style-type: none"> Building nearing completion. Finishing work (Landscaping, Electrical, etc.) to continue 	INFO	-
B OCCUPANCY PROCESS			
B.1	<ul style="list-style-type: none"> U of L Expected to receive Occupancy City of Lethbridge and Authority Having Jurisdiction will give final sign off after testing life safety systems complete. ~\$3M of work to do still. PCL will have ~75 workers on site in January. This number will dwindle as deficiencies and final work is complete. 	INFO	Jan 7
B.2	<ul style="list-style-type: none"> Occupancy is currently 97% complete. Select departments to move offices into SAB <ul style="list-style-type: none"> PCL, DPO, Science Facilities, Recruiting 	INFO	Mid – January, 2019
B.3	<ul style="list-style-type: none"> Construction trailer removal 	DPO	Mid – January, 2019
B.4	<ul style="list-style-type: none"> Classroom tech, public furniture, signage, security commissioning/testing, deficiencies and lockers will be made operational 	INFO	January 2019 – May 2019
C SCIENCE FACILITIES UPDATE			
C.1	<ul style="list-style-type: none"> Space Allocation process is completed, plans distributed 	INFO	-
C.2	<ul style="list-style-type: none"> Science Facilities working with Campus Planning / Facilities to develop a standing Space Assignment Committee. Committee will include faculty representation to handle new space requests to make recommendations to Admin. Committee will be led by Campus Planning, and will report to VP Finance and Administration. Committee will include Dean's office and Science Facilities as stakeholders. 	Gene Lublinkhof	March, 2019
D OPERATIONAL SAFETY PLANNING			
D.1	<ul style="list-style-type: none"> Campus Safety to roll out new EHSMS. Trevor Armstrong will work with Campus Safety assist departments on filling in gaps. 	Campus Safety	April 30, 2019
D.2	<ul style="list-style-type: none"> Trevor Armstrong assisting to create required safety manuals 	INFO	-
D.3	<ul style="list-style-type: none"> Campus Safety working on emergency response planning 	INFO	-
D.4	<ul style="list-style-type: none"> Proposed Emergency Service Open House to happen in New Year. Emergency Services (Fire, Police, EMS) to drop-in, review floor plans and tour buildings so they can understand changes within SAB. <ul style="list-style-type: none"> Nolan Meyers will take lead and may invite PI's to join open house. 	Campus Safety	January, 2019
E CORE FACILITIES			

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E.1	<ul style="list-style-type: none"> • Core Facilities working group, framework plan and Terms of Reference for committee has been developed in draft form by T. Montana. <ul style="list-style-type: none"> ○ Steve Wiseman, HJ Wieden, Greg Pyle, Borries Demeler, Tony Montana, Maurice Needham, Gene Lublinkhof, Matt Letts. ○ Committee must create methodology for fee for service for consumables and maintenance costs both internal and external 	INFO	-
F CENTRAL STORES			
F.1	<ul style="list-style-type: none"> • Science Facilities (SF) unable to find business analyst for Central Stores (CS). Working in-house on CS business plan. 	INFO	-
F.2	<ul style="list-style-type: none"> • Transaction Software is key to Central Stores success <ul style="list-style-type: none"> ○ ITS is working to implement SIVCO Stores module to integrate with existing inventory and future safety management suite 	ITS, Materials Management	March 2019
F.3	<ul style="list-style-type: none"> • SF working with Financial Services to create better managed inventory system <ul style="list-style-type: none"> ○ Every item flowing through CS should be transacted. ○ Over time SF will better understand requirements of the space and flow through CS 	INFO	-
F.4	<ul style="list-style-type: none"> • SF urging faculty to bring all chemical and bulk supplies to store using 'chemical amnesty' to ensure chemicals and supplies stored in compliance. <ul style="list-style-type: none"> ○ Surrendered chemicals is being considered. ○ SF will not discourage PI's from storing supplies and chemicals in labs, however, additional in-lab storage will not be provided. Chemicals stored in labs must comply with Alberta Fire Code and NFPA requirements 	INFO	-
F.5	<ul style="list-style-type: none"> • Veterinary items will likely not be purchased through Central Store. • PI's concerned over functionality, pricing, and hours of operation for Central Store 	INFO	-
F.6	<ul style="list-style-type: none"> • Moving vented storage cabinets, shelving, equipment, etc., from existing chemical store to Central Store. 	INFO	-
F.7	<ul style="list-style-type: none"> • Store Manager PCQ is being graded by HR and will hire as soon as SF has approval <ul style="list-style-type: none"> ○ Store manager will hold Bsc. Degree. Position will be for 3 year term. ○ SF will send Job description to PI's before posting ○ Store Manager will be solely responsible for running the store, setting up the catalogue, etc. ○ SF working with Materials Management to have a shipper/ receiver. Materials Management will tour the facility next week. 	Science Facilities	Jan - Feb

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F.8	<ul style="list-style-type: none"> Science Facilities creating pro forma budget 	INFO	-
G EQUIPMENT PLANNING & MOVE SCHEDULE DEVELOPMENT			
G.1	<ul style="list-style-type: none"> Departments must identify personnel as move leaders to make decisions in real time as move takes place and identify these personnel to Science Facilities <ul style="list-style-type: none"> To streamline communication during the busy move, these personnel will work directly with Project Team to plan detailed move. Departmental move personnel must be present and able to work at solving problems as they arise during the move. Departments should be building a plan for their activities leading up to the move. 	Science Faculties (Chem, Chem/BioChem, Bio, Psych, Phys & Astro., Neuro)	December 21, 2018
H NICOLE M. OVERVIEW OF ALL EQUIPMENT PLANNING PROCESS			
H.1	<ul style="list-style-type: none"> Expected to complete existing lab tours on Dec. 14. 	Nicole Meurs	-
H.2	<ul style="list-style-type: none"> Floor plans with grid lines have been sent out. <ul style="list-style-type: none"> Departments to begin planning equipment placement. SF will meet with each department 2-3 times over 4 weeks beginning mid-January to review equipment placement plans. 	Science Facilities	January- February
H.3	<ul style="list-style-type: none"> List of equipment to be moved requiring special consideration is anything that is: newer than 10 years and costs greater than \$50,000. <ul style="list-style-type: none"> Updated list provided week of Dec. 17 	Science Facilities	Mid - December
H.4	<ul style="list-style-type: none"> Financial Services is doing an Audit for insurance and this audit will act as a baseline. <ul style="list-style-type: none"> We will likely do another Audit in September 2020 and use as new base. Departments should coordinate shredding events, recycling, equipment disposal, etc., themselves. 	INFO	-
H.5	<ul style="list-style-type: none"> PI's to continue clearing out labs and preparing for move. 	Science Facilities (Chem, Chem/BioChem, Bio, Psych, Phys & Astro., Neuro)	Ongoing
H.6	<ul style="list-style-type: none"> SF Compiling list of equipment requiring technicians/ heavy lifters to assist. This list is not yet complete. 	Science Facilities	-
I NICOLE B. DETAILED MOVE SCHEDULE DEVELOPMENT			
I.1	Move Timeline:	INFO	-
	<ul style="list-style-type: none"> 6 weeks before the move we will do a layout of the lab. 5 weeks before faculty and staff are doing a safety training program 4 weeks prior to the move faculty will receive boxes and moving supplies 		

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	<ul style="list-style-type: none"> ○ Nicole B will look into getting the boxes earlier ● 4 weeks faculty and staff to determine office layout ● 3 weeks ITS activates ● 1-2 weeks caretaking to clean offices. 		
I.2	<ul style="list-style-type: none"> ● Hiring move teams. 4 teams of 3, 1 team responsible for offices, in research labs there will be 3 teams available. (boxes etc.) 	DPO, INFO	April 1
I.3	<p>Responsibilities</p> <ul style="list-style-type: none"> ● Faculty and managers will be responsible for packing and organization activities in their departmental areas and labs. <ul style="list-style-type: none"> ○ Grad students permitted to help and are covered under regular insurance. ○ Arts and Science sets aside \$15,000 for Lab Assistance / year ● Project team will be responsible to coordinate the labor/resources for the moves, point A to point B. ● Heavy movers will be contracted by Project Team, this will include -80 freezers and deli fridges. ● Planning for 2-3 moves for large equipment Groups (including -80's) (not including NMR or Diffractometer). ● There is no guarantee -80's will stay upright during move. <ul style="list-style-type: none"> ○ Consolidating -80's and moving half of them at a time suggested. Insulated containers and dry ice will be provided ○ Biological Sciences considering purchasing two additional -80 freezers ○ Some -80s will not fit through uHall without removing doors off of freezers. Plan to be made within departments. ● Technical movers will be engaged by the project team. ● Office and lab set-ups. Resources to connect equipment and install office whiteboards etc. by the project team. ITS and Building Maintenance will be working closely with the project team. 	INFO	-
I.4	<ul style="list-style-type: none"> ● Mechanical and Electrical trades will be on site on April 24 to help with equipment hookups. All requests to go through DPO ● Offices will receive standard furniture. Office's designed to accommodate a set number of typical office set ups ● All teaching labs outfitted with new benches. ● We will avoid moving equipment into the SAB before the official move. Only extreme circumstances will be considered. All requests to go through SF. ● PI's encouraged to help during move process provided they complete safety training and wear appropriate PPE. <ul style="list-style-type: none"> ○ Small equipment not requiring boxes can be moved by PI's ○ Moving carts and flat rail carts will be provided for move. ● Enclosed wood cabinets will move to SAB (B. Selinger) 	INFO	-

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	<ul style="list-style-type: none"> Any equipment CSA Certified in UHall that is moving to SAB will need to get re-certified at the department's expense. 		
I.5	<ul style="list-style-type: none"> Gene in talks with Sports and Rec regarding day use vs. padlock lockers. If numbers permit, all undergrads in SAB will be assigned to private lockers. Additional information on insurance required 	Gene Lublinkhof	April 30, 2019
I.6	<ul style="list-style-type: none"> Department chairs to provide list of departmental concerns and questions 	Departmental	January 31, 2019
J MOVE SAFETY PLANNING			
J.1	<p>We will be developing some basic training protocol for the Facilities and Summer Staff that pertains to how to handle themselves in a laboratory environment and as well as basic materials handling/moving safety training. All personnel present during the move will need to do the appropriate orientation and training that new Building Maintenance staff would also go through.</p> <ul style="list-style-type: none"> Chemical Moves; Written procedure, necessary equipment or containment, disposal procedures. General move procedures, could already be created Facilities - Safe Work Protocol Training Facilities - Personal Protective Equipment. RSS – Laboratory Procedure protocol & WHMIS ITS- Computer disconnect and Connect training. Basic training for summer labor & Facilities staff <p>Recommend lab packing work will need to be addressed to ensure the risk assessments etc are done. This is a departmental responsibility. This needs to be addressed with proper hazard assessments and work procedures</p>	Departmental	April 1, 2019
K POST OCCUPANCY			
K.1	<p>Communication and resolution processes for post occupancy issues. Once we have moved the difficult part is beginning.</p> <ul style="list-style-type: none"> Expect growing pains so we need to conserve our resources As a group need to help manage expectations. Classification of issues; Warranty items, Minor inconveniences, operational shortfalls. Issues must be raised through our already established lines of communication. Departmental prioritization of post occupancy issues is necessary. We will not have the resources to act on random emails from all directions <p>In order of priority:</p> <ol style="list-style-type: none"> Safety Related Overall Building; Facilities, Operations, Caretaking, Mechanical and Electrical, ITS Network, Communications Security, and safety infrastructure Student centric issues, Teaching & Instructional Spaces Research Issues, get up and running first then make refinements 	INFO	-

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	<ul style="list-style-type: none"> • Random requests will not be considered unless they are sent through predetermined communication paths. (Ie. Department Move Leader ↔ SF) 		
K.2	<ul style="list-style-type: none"> • Ed DeBruin will supervise periodic table installation in January <ul style="list-style-type: none"> ○ Matt Letts and Advancement to work with Peter Dibble to create video of the installation. ○ After the department move, periodic table will be available for viewing but will officially open to school groups in September. 	INFO	-
K.3	<ul style="list-style-type: none"> • Science Facilities, working with Campus Safety and DPO will begin to coordinate access to SAB 	Science Facilities, Campus Safety, DPO	After January 7, 2019
K.4	<ul style="list-style-type: none"> • Nicole B preparing a list of move supplies. List will be shared with departments. Any gaps in this list should be sent to Nicole B and she will update list. 	Nicole Bach	January 31, 2019
K.5	<ul style="list-style-type: none"> • Nicole M has inventory of gas cylinders in labs. 	INFO	-