

**MOVE COORDINATION MEETING MINUTES**

# University of Lethbridge

## Science Facilities

### Move Coordination Meeting

Meeting Date: February 28, 2019

Minutes Distributed: March 4, 2019

Location: SA8104

Present	Copied	Name	Representing	Email
X		Peter Dibble	Chemistry & Biochemistry	dibble@uleth.ca
X		Kris Fischer	Chemistry & Biochemistry	fisce@uleth.ca
X		Andy Hudson	Biological Sciences	andy.hudson@uleth.ca
X		Brent Selinger	Biological Sciences	selibl@uleth.ca
X		Tony Russell	Biological Sciences	tony.russell@uleth.ca
X		Chad Povey	Physics and Astronomy	chad.povey@uleth.ca
X		Jean-Baptiste Leca	Psychology	jeanbaptiste.leca@uleth.ca
X		Maurice Needham	Arts & Science	maurice.needham@uleth.ca
X		Isabelle Gauthier	Animal Care Services	isabelle.gauthier@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		Lorna Selinger	Facilities – Campus Safety	lorna.selinger@uleth.ca
X		Carolin Cattoi-Demkiw	Facilities – Campus Safety	carolin.cattoidemkiw@uleth.ca
X		Doug Mackie	Facilities – Campus Safety	doug.mackie@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	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
	X	Rob Sutherland	Neuroscience	robert.sutherland@uleth.ca
	X	Mark Tipper	Physics and Astronomy	mark.tipper@uleth.ca
	X	Igor Kovalchuk	Biological Sciences	igor.kovalchuk@uleth.ca

**MOVE COORDINATION MEETING MINUTES**

<b>Item #</b>	<b>Description</b>	<b>Action</b>	<b>Due Date</b>
<b>A DETAILED MOVE SCHEDULE</b>			
A.1	<ul style="list-style-type: none"> <li>Detailed move schedule was previously distributed. Faculties must review schedule and report any discrepancies or concerns to Nicole Bach.</li> </ul>	All Science Departments	<b>March 15, 2019</b>
A.2	<ul style="list-style-type: none"> <li>Cardboard packing boxes have been distributed to some PI's in Chemistry, Physics, and NMR facilities</li> <li>Generally packing boxes will be distributed to each department 30 days prior to their move dates.</li> <li>Individuals may request boxes sooner than 30 days prior. Can request via email Nicole Bach.</li> </ul>	INFO	-
A.3	<ul style="list-style-type: none"> <li>Additional packing instructions will come in Move Update 3. Move Update 3 will be send in early April.</li> </ul>	DPO	<b>April 2019</b>
<b>B EQUIPMENT MOVE PLAN</b>			
B.1	<ul style="list-style-type: none"> <li>All equipment locations are marked in labs. After March 1, 2019 no equipment will be moved from its planned location.</li> <li>Mechanical, Electrical, and Campus Safety will review equipment locations and report concerns by March 13, 2019.</li> <li>SF will meet with each department following the equipment location review to review concerns.</li> </ul>	INFO	-
B.2	<ul style="list-style-type: none"> <li>Major equipment (180 pieces) will not move on the day of labs. It will move up to 1 week after the lab.</li> </ul>	INFO	-
B.3	<ul style="list-style-type: none"> <li>A written plan and procedure to move -80 freezers must be completed by end of February. Brent S. working on this.</li> </ul>	Biological Sciences	<b>February 28, 2019</b>
B.4	<ul style="list-style-type: none"> <li>Service contracts quotes for technicians, heavy lifters, mechanical and electrical move crews have been received. Purchase orders are being completed and will be sent out week of March 4, 2019.</li> </ul>	SF	<b>March 4, 2019</b>
B.5	<ul style="list-style-type: none"> <li>Move dates finalized upon review with heavy lift contractor, Mechanical and Electrical, and service crews.</li> </ul>	SF	<b>March 4, - March 25, 2019</b>
B.9	<ul style="list-style-type: none"> <li>Mechanical and Electrical crews begin work on site.</li> </ul>	SF, DPO	<b>March 25, 2019</b>
<b>C MOVE BRAINSTORM ITEMS</b>			
C.1	<ul style="list-style-type: none"> <li>Biosafety Cabinets must be decommissioned before move and must be recertified upon installation in SAB. BSC's require technicians to move/install, PI's do not need to be present for BSC move.</li> </ul>	INFO	-
C.3	<ul style="list-style-type: none"> <li>-20 Freezers and Fridges move plan due.</li> </ul>	Andy H., Brent S., Tony R.	<b>March 31, 2019</b>
C.4	<ul style="list-style-type: none"> <li>Gas Cylinder move plan.</li> </ul>	Kris F., Campus Safety	<b>March 31, 2019</b>

**MOVE COORDINATION MEETING MINUTES**

<b>Item #</b>	<b>Description</b>	<b>Action</b>	<b>Due Date</b>
C.5	<ul style="list-style-type: none"> <li>Technical/Electrical components of technical equipment.</li> </ul>	Heinz F., Gene L.	<b>March 31, 2019</b>
C.6	<ul style="list-style-type: none"> <li>HPLC in-house disassembly and reassembly plan.</li> </ul>	Steve M, HJ W., Andy H., Brent S.	<b>March 31, 2019</b>
C.7	<ul style="list-style-type: none"> <li>List of packing supplies.</li> </ul>	Kris F., Nicole B.	<b>March 31, 2019</b>
C.8	<ul style="list-style-type: none"> <li>Prioritize challenges and tasks to complete.</li> </ul>	Department Chairs, Gene L., Nicole M., Matt Letts	As required.
C.9	<ul style="list-style-type: none"> <li>Plan and SOP's for moving existing CL2 and radioisotope labs to SAB.</li> </ul>	Tony R., Campus Safety	<b>March 31, 2019</b>
C.10	<ul style="list-style-type: none"> <li>Plan and procedure for moving Centrifuges. Ultras will be moved by technicians, but floor models will need additional care.</li> </ul>	Brent S., Tony R.	<b>March 31, 2019</b>
C.11	<ul style="list-style-type: none"> <li>Chemicals and chemical move container plan.</li> </ul>	Peter D., Kris F., Andy H., Gene L., Nicole B., Caroline CD.	<b>March 31, 2019</b>
<b>D CHEMICAL PACKING</b>			
D.1	<ul style="list-style-type: none"> <li>Kris F., Peter D., Gene L., Lorna S., and Robert K., writing chemical move procedure.</li> </ul>	INFO	<b>March 31, 2019</b>
D.2	<ul style="list-style-type: none"> <li>Chemistry group, leady by Kris F., and Peter D., will help all departments move chemicals and supervise their move.</li> <li>PI's will still pack their labs into boxes.</li> <li>Using lids for secondary containment is absolutely necessary.</li> </ul>	INFO	-
<b>E DATA PORTS</b>			
E.1	<ul style="list-style-type: none"> <li>PI's who require data ports for equipment must mark them on their departments Master Floor Plan in yellow.</li> <li>Return floor plans with markings to Nicole Meurs to update master spreadsheet in a highlighted color.</li> </ul>	All Science Departments	<b>March 15, 2019</b>
E.2	<ul style="list-style-type: none"> <li>SF will use this information to update the building master floor plan and send to IT.</li> </ul>	SF	<b>March 20, 2019</b>
<b>F BUILDING ACCESS</b>			
F.1	<ul style="list-style-type: none"> <li>While the building is becoming more accessible, SF and DPO are continuing to monitor access.</li> <li>SF/DPO will be reducing tours.</li> <li>Matt Letts can bring small groups to teaching spaces if necessary (on a very limited basis).</li> <li>Recruitment is providing more general tours every other week. Users can request tours through Ami Perry (inquiries@uleth.ca).</li> </ul>	INFO	-
F.2	<ul style="list-style-type: none"> <li>Small group of move coordinators can gain unsupervised access to their lab areas. They may bring up to one guest. Move</li> </ul>	INFO	-

**MOVE COORDINATION MEETING MINUTES**

<b>Item #</b>	<b>Description</b>	<b>Action</b>	<b>Due Date</b>
	<p>coordinator must give Shauna H., and Nicole M., 24h advanced notice for unsupervised access.</p> <ul style="list-style-type: none"> <li>• Procedure for sign in/sign out is the same. I.e. Must sign in and sign out, pickup key and ID badge from Shauna prior to gaining lab access.</li> <li>• Please remember to close all doors after use.</li> <li>• Contractors and trades workers must not be given direction or requests made to them.</li> <li>• SF only has 2 sets of keys for move coordinators, if multiple groups are on site they must share with each other.</li> <li>• Focus on your lab spaces. No general building tours.</li> </ul>		
<b>G ROUNDTABLE</b>			
G.1	<ul style="list-style-type: none"> <li>• Steel toed boots, (or steel toed clip attachments) are a part of the required PPE for participating in the move. All individuals (PI's, techs, students, etc.) who want to help with the move must wear full PPE.</li> </ul>	INFO	-
G.2	<ul style="list-style-type: none"> <li>• DPO will create an onboarding process for move coordinators and building users who are planning to assist in the move process. Onboarding may include reviewing SOPs and other training.</li> <li>• More details of onboarding process scheduled for later move coordination meeting.</li> </ul>	INFO	-
G.3	<ul style="list-style-type: none"> <li>• Insurance does cover move, however, a \$50,000 deductible is required. Graduate students, post-docs, techs, etc. helping to move labs are also covered on the insurance policy.</li> <li>• Insurance coverage is dependent on proof of due diligence.</li> </ul>	INFO	-
G.4	<ul style="list-style-type: none"> <li>• SF looking into ratchet straps and bungie cords for move. More info to come.</li> </ul>	INFO	-
G.5	<ul style="list-style-type: none"> <li>• Working with Materials Management to move cylinders.</li> </ul>	SF INFO	-
G.6	<ul style="list-style-type: none"> <li>• Creating video tutorials for packing boxes and move. Contact Nicole Bach if you would like to be involved.</li> </ul>	DPO, Science Departments	-