

MOVE COORDINATION MEETING MINUTES

University of Lethbridge

Science Facilities

Move Coordination Meeting

Meeting Date: January 17, 2019

Minutes Distributed: January 30, 2019

Location: A780

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		Igor Kovalchuk	Biological Sciences	igor.kovalchuk@uleth.ca
X		Tony Russell	Biological Sciences	tony.russell@uleth.ca
X		Mark Tipper	Physics and Astronomy	mark.tipper@uleth.ca
X		Chad Povey	Physics and Astronomy	chad.povey@uleth.ca
X		Jean-Baptiste Leca	Psychology	jeanbaptiste.leca@uleth.ca
X		Rob Sutherland	Neuroscience	robert.sutherland@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

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Item #	Description	Action	Due Date
A CONSTRUCTION UPDATE			
A.1	<ul style="list-style-type: none"> U of L gained occupancy on January 11 DPO has ~\$10M in work to complete in next 8 months. Multiple independent contractors on site (A/V systems, security & door locks, furniture). PCL still has ~\$2M of work to complete including deficiencies, testing, and commissioning. 	INFO	-
B ACCESS TO SAB			
B.1	<ul style="list-style-type: none"> SAB is still an active project, Destination Project Office (DPO) still controls access to the site. Facilities is doing systems training, Caretaking is doing all final cleaning. 	INFO	-
B.2	<ul style="list-style-type: none"> DPO and Science Facilities moving into SAB Level 8 Quad 1 on week of January 21, 2019 	INFO	January 21, 2019
B.3	<ul style="list-style-type: none"> Construction trailer removal. 	DPO	January 30, 2019
C COMMUNICATION CHANNELS			
C.1	<ul style="list-style-type: none"> Departmental communication should move through proper channels; department chairs and move coordinators, to avoid missing details. Scope changes and serious concerns will be communicated through chairs. Gene Lublinkhof or Matt Letts will then get involved if needed. 	INFO	-
C.2	<ul style="list-style-type: none"> Biology and Biochemistry will be grouped together for move purposes. 	INFO	-
D GENERAL HOUSEKEEPING			
D.1	<ul style="list-style-type: none"> Judy Jaeger is on standby and ready to assist with shredding events. Departments should arrange with Judy. Links to policy and procedure re shredding and waste disposal will be sent out. 	All Science Departments	-
D.2	<ul style="list-style-type: none"> Moving boxes will be delivered 4 weeks prior to departments move dates. A handful of moving boxes will be delivered to Chemistry and Biology during reading week. 	DPO	February 18, 2019
D.3	<ul style="list-style-type: none"> Preliminary lab inspections will take place once PI's have informed DPO and SF that they are ready to move. Labs should be nearly 100% ready to move before preliminary inspection. PI's are responsible for the state of their lab during inspection. 	All Science Departments	-
D.4	<ul style="list-style-type: none"> Nicole Meurs sent list of personnel requiring access to SAB on Jan 4 for review and corrections should be made by department chairs. List with corrections must be sent back to Nicole for review and redistribution. List will serve as input for key card access system by Campus Safety once information is complete. (Animal Care Services under 	All Science Departments Campus Safety	January 21, 2019

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	special consideration and working independently with Campus Safety). <ul style="list-style-type: none"> PI's with graduate students requiring access to multiple labs must work with Campus Safety. 		
E 3 MONTH LOOK-AHEAD			
E.1	<ul style="list-style-type: none"> On Jan 4, 2019 Nicole Meurs sent list of major equipment that Science Facilities has on record requiring special moving considerations. List includes equipment that requires heavy lifting, mechanical and electrical that requires technicians, or is heavier than a moving box. Heavy lifting, mechanical and electrical tours through existing labs on Jan 23, 24, 2019 	Science Facilities	Jan 23, 2019
E.2	<ul style="list-style-type: none"> Lab tours in SAB to plan equipment placement underway. Departments meet in SAB L8Q1 for safety orientation and badging before heading to lab area under supervision. Individuals are only permitted in labs scheduled with Science Facilities due to safety concerns. 	INFO	February 28, 2019
E.3	<ul style="list-style-type: none"> More detailed equipment placement planning on site to be completed. This will include marking equipment locations on site. 	INFO	March 2019
E.4	<ul style="list-style-type: none"> Move coordinators will begin meeting regularly with Science Facilities. Move coordinators will be 'hands on' and will help solve issues in real time. 	INFO	March 2019
E.5	<ul style="list-style-type: none"> There will be a monthly roundtable for both department chairs and move coordinators. 	INFO	Ongoing
E.6	<ul style="list-style-type: none"> Please log any MAJOR deficiencies in SAB and inform Science Facilities. 	All	Ongoing
F MOVE UPDATE			
F.1	<ul style="list-style-type: none"> Detailed move schedule being finalized. Will be shared once complete. 	DPO	-
F.2	<ul style="list-style-type: none"> 6 weeks prior to move: Faculty sign off of new spaces. 5 weeks prior to move: Safety training program (<1 day). All individuals assisting in move must wear steel toed boots. Specification requirements for PPE will be shared. DPO has 30 pairs available for borrowing. Move procedures appropriate to level of risk to be developed. 4 weeks prior to move: Boxes and packing containers brought to labs. (Specialty equipment, containers, and tubs for chemicals to be discussed further). We will be going through office and lab layouts to confirm. 3 weeks prior to move: Data ports will be turned on. 2 weeks prior to move: University supplied furnishings arrive. 1 week Facilities final clean and check of assigned spaces 	DPO, Campus Safety	-

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F.3	<ul style="list-style-type: none"> Procedures for moving -80 freezers to be developed by DPO and move coordinators. Will meet to develop procedure 	DPO, Move Coordinators	Late January
F.4	<ul style="list-style-type: none"> -80 freezers and deli fridges will be moved by heavy lifters. 	INFO	-
F.5	<ul style="list-style-type: none"> Fragile equipment must be labeled. Boxes should be packed and marked according to procedure. All labels that do not apply to the move should be crossed out. 	INFO	-
G ROUNDTABLE			
G.1	<ul style="list-style-type: none"> Padding and contingencies have been built into move schedule due to the differences in the complexity of moving certain departments. Move leaders coordinators will be aware of packing issues before and as they arise and will address these issues appropriately. 	INFO	-
G.2	<ul style="list-style-type: none"> Procedures will be developed to reuse boxes for others in the move process. Once a researcher is moved into their space, they may resume their lab operations, provided there are no imminent dangers resulting from others moving. PI's will have access to building after they have moved into labs. 	INFO	-
G.3	<ul style="list-style-type: none"> Campus Safety working on procedures for moving controlled substances. 	Campus Safety	February 2019
G.4	<ul style="list-style-type: none"> Synbridge scheduled to move with Biochemistry 	INFO	-
G.5	<ul style="list-style-type: none"> LN2 generator will be installed by move in. Gas cylinders currently in storage will move to Central Stores. Cylinders in use will be moved to lab using appropriate moving cart once wall mounts are installed in labs. 	INFO Materials Management	-
G.6	<ul style="list-style-type: none"> Building is open to public. 	INFO	September 2019
G.7	<ul style="list-style-type: none"> Future meetings with DPO and Science Facilities will be in the SAB. Use main entrance on level 8 West. Due to the complexity of the move, please send all emails through official communication channels, either through department chairs or move coordinators. All emails to DPO/SF should copy Nicole Meurs, Nicole Bach, and Gene Lublinkhof 	INFO	-
G.8	<ul style="list-style-type: none"> Covering windows in new offices is not permitted. 	INFO	Ongoing