



Destination Project Office

Move Update #1 - October 2, 2018

This update is the first of three newsletters intended to provide you with information related to the move into the Science and Academic Building.

Communication Plan

This communication provides a draft of the general move schedule. It outlines the 7 – 10 day period during which each department and/or group will be relocated. Over the next couple of months, it is our intention to review this schedule with each group and finalize the schedule details.

The second newsletter, tentatively scheduled for January 2019, will review the very specific procedures for laboratory shutdowns and the requirements for packing and moving processes.

In March 2019, it is our intention to provide each researcher an exact 3 – 5 day period during the assigned 7 – 10 day timeslot.

Move Organization

The **Science Facilities group**, led by Gene Lublinkhof, will be responsible for the assignment and allocation of space, as well as the coordination of requirements between the researchers and project move teams.

The **Destination Project Office team**, led by Nicole Bach, will be responsible for all aspects of the physical move including the relocation of all relevant furnishings, lab supplies and chemicals. We will have several in-house teams of movers supplemented by specialty movers to deal with high-end research and heavy equipment. We will be responsible for the scheduling and details of the moves as well as ensuring you are appropriately accommodated in the new facility.

Preliminary Move Timeline



Included with this update is a preliminary timeline for your department's move (Appendix A). It is our intent to move department office and laboratories at approximately the same time.

It is necessary that you and your research group plan for your move to happen in this allotted timeframe. Adjustments to the schedule will likely occur, and we will work on those unique circumstances as required.

The Destination Project staff will complete the physical move but researchers and/or senior staff members will be required to oversee the relocation of lab equipment and contents. The move team will provide occupants with specific boxes and packing details later in the process. Occupants will be responsible for packing all their items in both offices and labs.

As previously mentioned, a more detailed and concise schedule highlighting individual dates will be released in March 2019.



Over the years, science research has acquired heavy and specialized equipment. The majority of this equipment will require external technical support and/or a heavy lift company. To be cost effective we plan to move similar brands and/or types of equipment at the same time and under the supervision of the appropriate technical representative.

During the move, sensitive or specialized research samples should be considered, and you will need to assist us in special accommodations that must be planned well in advance.

Packing of Laboratory Boxes/Containers



Keep in mind that our Campus Safety department will oversee laboratory transport of chemicals, to ensure that the moving staff can access and work in laboratories safely to move equipment and transport boxes. More details regarding the move process are expected in the coming months!

Continue to Fill Those Waste Bins!

We encourage departments to continue the cleaning process of laboratories and offices up until your move dates.

Moving is an inherently stressful event no matter how well it is planned for. This preliminary schedule is to ensure that all departments move into the building by September 2019. There is minimal contingency for delay and given our window of four months, the support and presence of faculty and staff will be significant for the moves success. We appreciate your support and assistance.



Brian Sullivan

Program Director, Destination Project Office

Attachment: Appendix A

cc. *Gene Lublinkhof*
Director, Science Facilities

Nicole Bach
Project Manager, Destination Project Office

Matthew Letts
Associate Dean, Arts & Science

Science and Academic Building Thumbnail Move Schedule

DRAFT: September 14, 2018



APPENDIX A

Task	2019										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
NMR MOVES				300 units	700 units	500 units					
EARLY FURNITURE MOVES				Apr 1-30							
TONY MONTINA GROUP				Apr 15-18							
TEACHING LABS (BIOLOGY)					May 6 -10						
HELIUM/ N₂ TANK MOVES					May 6 -10						
TEACHING LABS (CHEMISTRY)					May 13 -17						
CHEMISTRY DEPARTMENT					May 20-31						
BIOLOGY DEPARTMENT						Jun 3 - 14					
BIOCHEMISTRY DEPARTMENT						Jun 17 - 21					
PHYSICS DEPARTMENT						Jun 24 - Jul12					
PSYCHOLOGY DEPARTMENT							Jul 15-26				
TECH SERVICES							Jul 15-19				
VIVARIUM								Aug 5 - 30			
NEUROSCIENCE DEPARTMENT								Aug 12 - 21			
OUTREACH PROGRAM										Sep 15 - 20	

Groups to be worked in as schedule evolves:

- Growth Chambers
- Campus Safety
- Teaching Labs (Physics)
- Facilities support
- Food Services
- Security

NB: September 14, 2018

Preliminary

