

ANSCHUTZ MEDICAL CAMPUS TRANSITION

Departmental Move Coordinator Responsibilities

As the Departmental Move Coordinator for your area, you are critical to the successful relocation of your department/division including personnel, belongings, furniture, equipment, hazardous materials, and files. This includes both packing of your present location and setup of the new location. The following outline defines some key responsibilities. Since each department/division is different, your responsibilities may vary from this list. Please review any questions with the Transition Manager assigned to your project. Transition Managers are Mollie Young (303) 724-0731 or Mollie.Young@UCHSC.edu and Roxanna Winslow (303) 724-1158 or Roxanna.Winslow@UCHSC.edu

Prior to the Move Day:

Liaison with the Transition Manager:

- Attend all move coordination meetings.
- Forward all questions from your department/division to the Transition Manager.
- Disseminate information to your department that the Transition Manager has provided you.
- Assist with master move schedule and determining when specific areas can move.
- Ensure high dollar items are identified to Transition Manager.
- Identify “lost and found” area at the new location.

Compiling Essential Information:

Forms are provided in the Move Coordinator Book to provide the following information:

- Current location information to include room numbers, telephone and jack numbers for each employee at their existing location.
- Destination location information to include room numbers, telephone and jack numbers for each employee at their new location.
- Equipment inventory – labs, offices and classrooms to include descriptions, power requirements, etc.
- Hazardous materials inventory – including amount, description, location, etc.
- Furniture inventory of items that would be moved.
- Furniture layouts for offices indicating how furniture should be arranged.
- Oversee placement of all items that would move.
- Identify items that require special vendors to move – items with service agreements, under warranty, etc.
- Coordinate with special vendors on instructions, costs, etc.

Purging and Discarding Files, Equipment, and Hazardous Materials:

- Encourage personnel to purge/recycle/shred existing files, documents, etc.
- Encourage personnel to properly discard old, unused equipment.
- Encourage personnel to properly discard old, unused hazardous materials.
- Arrange confidential shredding services through outside vendor.

Liaison with Department/Division Personnel:

- Ensure all personnel receive moving instructions, labels, boxes, and other packing materials and that they attend a department move meeting.
- Perform or delegate actual packing of all office contents, files, glassware, and common resources.
- Ensure all personnel are properly packed and signed out by the appropriate deadline before the move.
- Review all areas the day before the move to ensure everything is properly packed and labeled.
- Provide general information regarding the new site as necessary.
- Ensure all personal belongings go home with employees.

Sign Out:

- Check all areas under your responsibility for proper packing and labeling.
- Ensure items that are not labeled to be moved have been (or will be) disposed of properly.
- Ensure all staff have turned in old keys, picked up new keys, traded in parking cards, etc.

Move Day:

- Assign appropriate personnel to be on-site at the existing location to assist with items that need to be moved and answer questions.
- Assign appropriate personnel to be on-site at the new location to assist with placement of the items.
- Verify all items were moved.
- Verify placement of lab and office equipment.
- Verify placement of files and storage contents.

After the Move:

Collect troubleshooting reports and forward to appropriate parties (all reports that cannot be fixed within the department should be forwarded to the Transition Manager).

Assist personnel with 'lost and found'

Communicate necessary issues to Transition Manager.