

This process is for **moves of less than 13 people** and **small furniture moves or cubicle addition/deletions**. These moves are typically completed on a weekly schedule as shown below.

## DEFINITIONS

**Move Team** (*location x example*):

Move Supervisor or Manager – [name of person]

Vendor Move Technician(s) – [name of people]

IT contact – [name of person]

Telecom contact – [name of person]

DCIS contact — [name of person]

I-set contact – [name of person]

**Move matrix** – The description of who is being moved from where to where as well as any special instructions for the move. This is typically an Excel spreadsheet.

**Furniture reconfiguration** – Adding or changing the modular and stand-alone furniture including pulling parts from the offsite storage.

## MOVE TIMELINE – WEEK OF THE MOVE

### **Tuesday and before the move**

Move Supervisor receives move request.

Move Supervisor notifies Move Team of planned move and provides move matrix.

Move Supervisor gathers ergonomic requirements.

### **Before Wednesday**

Move Technician walks origin and destination spaces from move matrix.

Move Technician delivers move boxes and labels to origin.

Move Technician confirms ergonomic requirements from move matrix.

Move Technician makes a list of furniture parts that are needed from offsite storage.

## Wednesday

Move Team attends Move Meeting (*example from location x*).

Review staffing and timing for all moves

Review any special requirements and move concerns.

Collaborate with Move Supervisor as required to finalize and approve the specific requirements of each move on the move matrix.

Move Supervisor will identify small furniture moves or cubicle addition/deletions on the move matrix.

Review delivery of ergonomic requirements.

## Wednesday afternoon

Move Technician begins furniture modifications.

## Before Thursday

Janitorial vendor - clean move destination

IT – walk move destination and remove equipment by Thursday

## Before Friday

Move Technician makes ergonomic modifications unless move is a “shuffle” then this must be performed on Friday.

DCIS -- confirm connectivity at all locations

## Friday afternoon

Conduct move

Move Technician disconnects and moves existing cables.

Escalate issues or conflicts that might arise during a move to Move Supervisor for response to

Janitorial — detail clean at move origin

ISet – modify signage and mail slots by EOD Friday

IT – check for cable needs; supply new cables

## Friday

Move Technician communicate the progress and completion of the move to Move Supervisor.

## **Monday of following week**

Telecom – confirm that phones are working

Move Technician follows-up on move to evaluate the end-result. Coordinate with Move Supervisor on punch list summaries and disposition of items.