



# **MODERNIZATION PROGRAM OFFICE**

## **MOVE GUIDE**

Main Interior Building  
Modernization Program Office  
September, 2009

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## General Information

The following information and instructions have been prepared to expedite the re-occupancy into wing four in the Main Interior Building. Your relocation is important to us. Following these instructions and helpful hints will facilitate an efficient, trouble-free transfer to your new location. Please read the following and feel free to ask questions. The key to a successful relocation will be communication, cooperation, and attention to the small details.

- A Move Coordinator will be designated for each bureau/office/unit and will be requested to attend regularly scheduled update meetings. The coordinator will be responsible for conveying information to the occupants.
- The modernization office will provide space planning assistance to each group to inventory and layout furniture and equipment at the destination location. Each employee or coordinator will be required to approve the final layout drawing prior to the move.
- Systems furniture workstations, office furniture, conference furniture, filing cabinets, and computer systems that are shown on the floor plans should be clearly labeled indicating the final designation. Multiple filing cabinets of the same specification should also have the labeling #1, #2 etc in addition to the destination room number.
- All trading/donating of office furniture to in-house bureaus/office/units, must be completed prior to the move date.
- All items to be moved must be labeled with the labels issued to the group. Special labels will be issued to identify surplus material. Items not labeled will be considered to be surplus.
- A Safe room will be identified for the storage of personal objects and/or plants immediately prior to the move and must be vacated within 3 days of the actual move.
- Recycling bins will be delivered to each bureau/office/unit approximately 2 weeks prior to the move. Arrangements can be made to have recycling bins available for advance purging and recycling. Occupants are encouraged to re-cycle materials prior to the move.
- Computer peripheral equipment (keyboard, mouse, speakers etc) should be packed and labeled with name and room number ready for the move contractor. PCs monitors and printers should be labeled and the move contractor will pack and move. Bureaus that choose to move their own PCs will provide directions to their group.
- All offices must be clear of personal items and trash within 3 days of vacating offices. Bureaus/offices/units will be charged a fee for removing trash and personal items left behind.

- If items are damaged during the move, a damaged/missing item report must be completed and submitted to the Modernization Program Office for review within 3 business days after the move is completed.
- Keys to new offices are to be collected from Security prior to the move in. Keys for the old offices are also to be turned in at the same time.

## **Responsibilities: Move Coordinators**

- Serve as the primary conduit of information between DOI staff and movers and be active participants of the Move Coordination Team.
- Coordinate all move activities for respective bureaus/offices/units.
- Collect and submit personnel move information as requested by the MPO.
- Distribute the Office Moving Guide to occupants.
- Attend all move meetings, conveying updates or instructions to occupants.
- Ensure that approved office layouts are submitted to Modernization Program Office/Move Coordinator on time.
- Issue, monitor, and insure the return of crates to the MPO office.
- Contact Kirk Dietz (208-1166) DOI Museum, to pickup all Art-In-Office, at least 3 weeks prior to move.
- Insure that all computers and IT equipment are shut down 2 hours prior to move or as mandated by bureau/office/unit.
- Complete and submit damaged/missing item reports within 3 days of move.
- Insure that appropriate security is present on move day if moving sensitive material.
- Notify Building Managers office (208-7560) when recycling carts are full.
- Direct issues to the Modernization Program Office (208-7283).
- Coordinate new key request/collection/delivery.
- Insure that Move Coordinators and/or their designees the only DOI personnel to be present in the areas of origin and destination during the course of the move.

## **Responsibilities: Occupants**

Occupants will not be permitted in the areas of origin and destination during move activities unless designated by the Move Coordinator. This rule will be strictly enforced for safety and insurance liability reasons.

- Recycle prior to the move.
- Advise Move Coordinator of special needs in advance of the move.
- Review the office layout and submit as approved or with corrections to the Move Coordinator by established date.
- A DI-1934 (Property Pass) must accompany any items, including personal property that the occupants wish to remove from the building.
- Arrange with Move Coordinator for packing/moving if occupant will be out of the office at time of move.
- Complete and place labels on all items to be moved and also those to go to surplus.
- Follow procedures for shutting down computers at designated time.
- Complete all packing prior to the start of the actual move.
- Pack and move all personal items 3 days prior to move schedule.
- Notify Move Coordinator of any art from the MIB Art-In-Office Program.
- Notify Move Coordinator of any art or objects on the walls that will not be moved. These objects must be tagged with a “Surplus” label.
- If you have plants, ask a friend in another part of the building to care of them for a while.
- Unpack in a timely manner once moved.
- Return all move containers to designated location by the end of week one after the move.
- Notify the Move Coordinator of damaged and/or missing items within 3 days of move.
- Notify your move coordinator if your phone, computer or any other equipment is not working.
- If you are moving into wing 4 or any other modernized space you need to attend a training session on how to use you new telephone instrument. Ask your coordinator about the schedule and sign up for a session.

- Contact your move coordinator for guidance in recycling as you purge files.
- Collect the key to your new space and return keys to your existing office. Coordinate this activity with your move coordinator.
- Participate in the move survey.

## **Proposed Move Schedule**

Wing 3 will be ready for occupancy in January 2010. The move is scheduled over an 8 week period. Updates will be provided at our regular meetings and on our website <http://www.doi.gov/modernization>.

In the coming weeks we will issue a detailed schedule and move phasing plan. This document will indicate the time-frame for each units move and other critical dates in the relocation process such as issuance of moving crates and labels, deadline for completion of packing, dates when employees may occupy their space and deadline for returning plastic moving crates.

## **Tools for the Move**

### **Plastic Moving Crates**

Plastic moving crates will be available at a specified location to be determined in the future. Plastic crates are easier to pack and unpack, hold more than traditional cardboard cartons, they are virtually indestructible ensuring safety of their contents, and reduce the amount of cardboard waste going into landfills. The crates come with a specially designed dolly that makes them quicker and easier to load, transport, and unload.

- Crates will be available for pickup at a designated area 7 days in advance of the move.
- Crate distribution times will be posted at the location, announced in the move meetings, and posted on the modernization website.
- Move Coordinators or designated individual must sign for the crates.
- Crates must be returned no later than one week after the move.
- Additional charges will be incurred for the delay in returning the crates and will be the responsibility of the bureau/office/unit.

### **Cardboard Moving Cartons**

- Distribution of cardboard moving cartons will be tightly controlled. Requests for these cartons must be made by the move coordinator in writing prior to distribution.

- Standard one-piece self-locking legal size moving cartons will be available for packing under certain circumstances. These cartons are not as efficient for packing and transporting as the plastic moving crates and should only be used for the following reasons:
  1. Items are required to be packed more than two weeks prior to the move date. Typically this requirement is for employees on TDY or leave or for administrative and support areas that may require an extended time period for packing.
  2. Items cannot be unpacked within a week of the move or are to be stored for an extended period.
  3. Items are to be transported by other than the mover.

### **Specialty Moving Containers and Supplies**

- Plastic zip lock computer bags will be provided for computer ancillary equipment like speakers, keyboard, mouse etc.
- Containers may be requested for special objects and includes library carts, wooden electronic equipment carts, cardboard commercial bins for oversized items that won't fit in the plastic crates, dish tubs, and mirror/picture cartons. Please identify the unique requirements you have to your move coordinator as soon as possible so we may make the appropriate arrangements for any equipment required.
- Bubble wrap and white newsprint paper will be available to pack and protect items.

### **Labels:**

- Move Coordinators will be provided with a supply of color coded labels for distribution to occupants.
- Labels will be distributed to be placed on items not being transported to the new space and intended to be SURPLUS.
- Use a black felt tip pen and print legibly when filing out labels.
- Each label must have the floor, room number, number of pieces and occupants full name full name.

### **Label Placement**

- Please follow the diagram below when placing labels. The mover requires this uniformity to quickly and efficiently place your furniture, boxes and equipment in the new location.



## Packing Instructions

### Art, Pictures, Maps, and Bulletin Boards: (non personal)

- Label each piece according to instructions and leave these items on the wall for the mover to handle.

### Bookcases

- Remove all contents and books and pack in crates.
- Remove all shelves and place in base of bookcase.

### Cardboard Moving Cartons

- Self-locking cardboard cartons will be provided. Please follow the instructions on the box for proper assembly. If these instructions are followed you will not need to tape the boxes.
- Pack the cartons tightly to prevent shifting.
- Make sure that all cartons are closed properly. If a carton will not close, start a new one. This will ensure that they stack properly on dollies for the move crew and substantially decrease the chance for damaged items.

### Coat Racks or Lockers

- Pack all items including hangers and other contents in cartons.

## **Computers, printers, and scanners**

- Occupants will be responsible for disconnecting and/or packing mouse, keyboard, speakers, etc. Move contractor will pack monitor and CPU.

## **Desks and Credenzas**

- Pack contents of desks and credenzas including current work papers, letter trays, books and other desk top items. All desk draws must be empty.
- Where keys are available drawers should be locked and the keys should be wire tagged and coded to the locks they fit and packed in a safe place. Do not leave keys in locks on any piece of furniture. The mover is not responsible for lost keys.

## **Filing Cabinets**

- The contents of all lateral filing cabinets and filing systems must be emptied and packed in the plastic move crates for transport. Files can remain in two and four draw vertical filing cabinets if the cabinet is structurally sound.
- Lectrivers require special handling. Contact the Modernization Program Office -for instructions.

## **Miscellaneous small items**

- Small articles, such as pens, clips, rubber bands and erasers, should be placed in sealed envelopes before packing in cartons.
- Caps of liquids must be turned tightly and wrapped before packing to prevent breakage or leakage.
- Desk letter trays – Empty papers and pack in correctly marked cartons.
- Cardex Files – Keep rods and file guards tightly drawn. Bind loose cards together with rubber bands in batches of about 150 and pack in cartons.
- Odds & Ends – Pack desk clocks, calendars, rubber stamps, bookends in cartons or if special packing is required, notify Move Coordinator in advance.

## **Office Machines/Lectrivers/Filing Systems**

- Each Move Coordinator is to identify office machines that need to be moved.
- Professional servicing **may** be required for equipment such as copiers. This service is available from the manufacturer's service department and arrangements must be made directly with the appropriate servicing company or vendor prior to the move date. You may void a warranty if the equipment is moved by other parties.
- Leave the machines on top of their desk or stand if they are to be moved.

- Be sure the equipment and all components are disconnected.
- Small items and cords should be packed in zip lock bags or cartons and properly labeled.
- Pads and covers for machines should be placed in a carton.
- All equipment containing liquid must be drained prior to move.

### **Oversized/Odd sized Items**

- Place a move label on these oversized items and the movers will pack them on move day.
- If you require other special boxes or packing services, ask your move coordinator to advise the move contractor at least two weeks prior to your move. This will allow time for the mover to supply the materials needed. Last minute notices will only cause problems in schedules and may interfere with the relocation.

### **Plants (Live or Artificial)**

- Occupants must arrange for the transportation of plants or placing in the “safe room,” to be announced at move meetings.

### **Plastic Moving Crates**

- When packing, place an empty crate on the special dolly and pack the crate. When that crate is full, simply close the lid, and put your label on one end of the crate. Continue packing by placing an empty crate on top of the packed crate and continue packing. Follow this procedure until the crates are four high. By following this procedure you will never have to lift a full crate.
- Pack the crates tightly to prevent shifting. Crates remain stacked on the dollies during the relocation.
- Pack items from your workstation or desk in reverse order of need so that items that you need immediately after the move are on the top of the crate stacks.
- Small articles, such as pens, clips, rubber bands and erasers, should be placed in sealed envelopes before packing in cartons.
- Caps of liquids must be turned tightly and wrapped before packing to prevent breakage or leakage.

- Make sure that all crates are closed properly. If a crate will not close, start a new crate. This will ensure that they stack properly and substantially decrease the chance for damaged items. **Please do not tape the plastic moving crates shut.**
- Place the proper move label on one end of each move crate facing the same direction on the dolly. **You do not need to label the opposite end or the top of the crate.**
- All crates on a dolly should be labeled for the same destination. **Do not consolidate your office belongings with those of other employees being located in your immediate area at the new location.**

### **Security Files and Safes**

- Files and safes will be transported on their back with the dial facing up.
- Lock all files containing security sensitive materials.
- If drawers are not full, stuff with paper or bubble wrap to prevent the shifting of contents.

### **Supply or Storage Cabinets**

- Supply and storage cabinets have need to be emptied, with contents packed in crates.
- Secure doors/drawers with locks or tape.

### **Telephones**

- Telephones are to be left in place. NBC telecom technicians will disconnect, move and reinstall office phones. Groups that are moving into modernized spaces will receive new telephone sets. Training will be provided to operate the new sets.

### **Workstations**

- All systems and modular workstations must be completely emptied and the contents disposed of or packed. This includes all flipper door cabinets, file drawer cabinets shelves, and 2 and 3 drawer pedestal files.
- If you have the key for a flipper, file, or pedestal cabinets please it and keep the key.

### **Keys**

- Applications forms for keys for the renovated space will be distributed at the move meetings and are to be completed and submitted to security by the move coordinator.
- The date, name, title, justification, and signature of the authorizing official are required to be completed on the form. Please contact Security Services to determine the

appropriate authorizing official.

- Two keys per office will be issued, if additional keys are needed, a separate request form must be completed and submitted. A fee will be assessed for each additional key. A credit card number must be on file with the Security Office before any additional keys are created.
- Only one key request needs to be submitted. Please type “see attached list” under the name section and attach a spread sheet with the list of names, office, number of keys required, and room number.
- The completed form should be dropped off in room 1429 at least 48 hours but not earlier than 5 days prior to the move to insure that the keys will be available.
- The security office will need one day to process the key request after which the keys will be made available to the staff.
- Each staff person will need to stop at the security office, room 1429, to sign for the new key/s and return the keys to the previous office. Keys to previous office need to be returned within one week of the move. The employee who signed for the key originally, needs to return the key.

## **Recycling**

- Recycling collection will take place in various areas during the move: bureau/office/unit hallways: freight elevator areas, main bureau/unit/office recycling centers and the Green room (1661).
- Carts will be labeled and available approximately 2 weeks prior to each scheduled move. To request a cart, call Facilities Management at 208-7560.
- Please note that we will be collecting reusable objects (3 ring binders, pens, note pads, post-it's, bookends, “in boxes” and supplies for the Green Room. Items can be taken directly to the green room at 1661. Supplies in the Green Room are available for staff use. Contact Building Manager for additional information.
- **Hallway Collection Carts**

### **White paper**

White paper  
Computer paper  
Office stationery  
Windowless envelopes

### **Mixed paper**

Colored or natural shade paper,

Magazines  
Glossy paper,  
Blueprints and drawings  
Shredded paper cut in to ¼” stripes or larger  
Books  
Phone directories  
Tabbed dividers with plastic tabs removed  
File folders with metal hangers removed  
Envelopes other than white

**Cardboard**

Place outside office door for afternoon pickup.

**Freight Elevators Area Collection**

Plastic bottles  
Glass  
Newspaper  
Metal cans

**Bureau/Office/Unit Recycling Center**

These areas will remain in service.

**Basement collection-Cafeteria Area**

Transparencies,  
Rechargeable batteries  
Computer disks  
CD's  
Reel to reel,  
4mm/8mm tapes  
Data cartridges  
Toner and print cartridges

**In Your New Office**

- Unpack your containers and organize you work areas immediately.
- Contact your move coordinator for crate return information.
- Malfunctions such as lack of electrical power at an outlet, telephone and computer problems, misplaced containers and equipment, damaged furniture, etc. should be reported to your Move Coordinator as soon as identified and within a 3 day time period after the move.
- A guide to your new office space, discussing life safety and sustainable issues will be available at <http://www.doi.gov/modernization>.

**Damaged/Missing Item Report Form**

