

**Office of Facilities and Administrative Services (OFAS)
Main and South Interior Building (MIB/SIB) - Move Checklist and Planner for Move Coordinators**

I. MIB/SIB MOVE PLANNING CONTACTS

- OFAS Service Desk 202-208-2222
 - Space Management Office Project Managers (Paul Harris or Jimmy Delp) “
 - OFAS Facilities Management (Maintenance/Recycling/Debris/Alterations) “
 - Moving Unit (e-mail at Moving_Services@ios.doi.gov) “
 - Mail Management (Mail-Stop Changes) “
 - OS Personal Property “
- OS Information Technology (IT) – Network (NBC_It_Service@nbc.gov) 202-208-5145
- OS IT Desktop Support (NBC_It_Service@nbc.gov) 888-367-1622
- OS Telecommunications (Telecom) – Voice Support 202-208-3412
- OS Records Management Office 202-208-3321
- OS Museum (DOI Artwork) 202-208-4743
- OS OLES Security Office (ID/Locks/Keys/After-Hour Access) 202-208-5111

II. MOVE PRE-PLANNING ACTIVITIES (at least 4 WEEKS PRIOR)

KEY DATES & COSTS

- *Schedule pre-move meeting with OFAS Space Management Office ___/___/___
- *Develop relocation plan and furniture layout in new space
- *Determine move date(s) ___/___/___
- *Determine if OFAS and/or Contract Movers, or overtime is needed (Cost \$ _____)
- *Schedule a walk-thru of the current space with Movers to plan equipment/tool needs ___/___/___
- *Order moving crates (3-5 Per Person) **Total:** _____ **Delivery:** ___/___/___
- *Request purging/recycling/trash containers **Delivery:** ___/___/___
- *Check with OFAS Movers on procedures for unpacking and moving filing cabinets
- Schedule IT disconnect and reconnect
- Schedule Telecom disconnect and reconnect (includes cable TV)
- *Contact Personal Property staff for instructions on surplus sensitive/controlled equipment
- *Contact Mail Management to change Mail-Stop(s)
- Contact OS OLES Security to coordinate keys/locks/after hour access, etc.
- Contact copier / fax vendor (if needed)
- *Schedule debris removal (Cost \$ _____)
- Coordinate DOI Museum artwork removal
- Plan system furniture removal/install (including power) (Cost \$ _____)
- Plan “Lektriever” or specialty filing system removal/install (including power) (Cost \$ _____)
- *Plan and coordinate construction, painting, room inserts, etc. (Cost \$ _____)

III. PURGE / PACK / DISASSEMBLE FURNITURE (1-2 WEEKS PRIOR)

- Provide employees with orientation about move actions and expectations
- Issue move/packing instructions to employees (OFAS Guide)
- Start purging/recycling office files and unneeded items
- *Moving crates and labels delivered
- Issue crates and labels to employees - **BEGIN PACKING** ___/___/___

Always contact the OFAS Service Desk for assistance: 202-208-2222; Or visit <http://www.doi.gov/ofas/>

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- Remind employees to remove and/or move their personal items
- Coordinate existing system furniture disassembly
- *Coordinate conventional furniture disassembly
- *Coordinate removal of excess furniture and equipment
- Coordinate "Lektriever" or specialty filing system disassembly
- Coordinate new system furniture install (if office space is available)
- *Coordinate debris removal and pick-up of recycling/trash containers
- *Schedule post-move walk-through / /

IV. MOVE / FURNITURE ASSEMBLY (1-2 DAYS PRIOR, MOVE DAY – 1 WEEK LATER)

- *Schedule pre-move walk-through / /
- Post "New Location" floor and/or furniture plan for Movers and employees
- *Coordinate access to loading dock(s) and/or Freight Elevator(s) as needed
- Monitor inter-floor movement as needed
- *Coordinate conventional furniture assembly
- Coordinate new (or existing) system furniture install
- Coordinate "Lektriever" or specialty filing system assembly
- *Crates moved / /
- *Furniture moved and adjustments made / /
- Computer(s) and equipment moved and reassembled / /
- Test Computer(s) and equipment
- Telecommunications equipment moved and reinstalled / /
- Test Telecommunications equipment
- Museum Artwork (Reinstall) / /
- *Pictures (Reinstall) / /
- *Crates returned to designated staging area / /
- Employees return old keys and receive new / /
- *Coordinate special vacuum and clean up – clean out refrigerator(s) / /

V. OTHER PLANNING INFORMATION

1. Contact the OFAS Space Management Office when planning a move in the MIB/SIB. The OFAS Space/Project Manager will determine the level of effort needed (including overtime) and will coordinate pre-move and subsequent meetings, and will send invites to key stakeholders (OS IT, Telecom, and Move coordinators).
2. For small internal moves (switching occupants in 1 or 2 offices) you can contact the OFAS Movers directly.
3. New furniture purchases (conventional or systems) must be planned many months in advance.
4. Bureau moves may require coordination with the Bureau IT, Telecom and/or Personal Property Offices.
5. OS IT staff will move OS computers and they will disconnect and reconnect the devices.
6. Move Coordinators must directly plan all key, lock and security requirements with the OS OLES Security Office. Also notify OLES about Wing Warden changes.
7. Move Coordinators must directly plan all Museum property moves with the OS Museum Office.
8. Moving crates must be returned within 2-5 days of a move.
9. If you find that you have furniture items that are no longer needed after your move, please mark these as surplus and contact the OFAS Movers for removal.

* Denotes support provided by OFAS