MOVECORP CONSULTING

EXIT BRIEFING

4 December

BCHS
BALLINA COAST HIGH SCHOOL

WWW.MOVECORP.COM.AU

MoveCorp

MoveCorp has been engaged by Schools Infrastructure to support BCHS in delivering the relocation program. MoveCorp will provide relocation services, change support, storage reduction and plan and manage the relocation to the new BCHS site.

Vanessa Simmons will manage the Relocation and has relocated schools previously

Megan Rogers will plan and structure the relocation and provide strategic direction

Alanna Hanson will provide pre-move and post-move support and move supervision.

Key Dates

14 November

9 November

21 November

28 November

5 December
Crate & Label Delivery

19 December

29 January

February

Move Champion Updates

Pack Complete

1 Day 1 @ BCHS

7 Days to Move starts

MoveCorp Update

Removalist Awarded

Relocation Database

Secure move dates in Dec/Jan

Move related comms

Storage Mapping and Allocations being reviewed with HT's this week

Relocation Database is finalised - please advise any changes/additions asap

Removalist appointed: Allied Pickfords

Moveguide to be provided this week

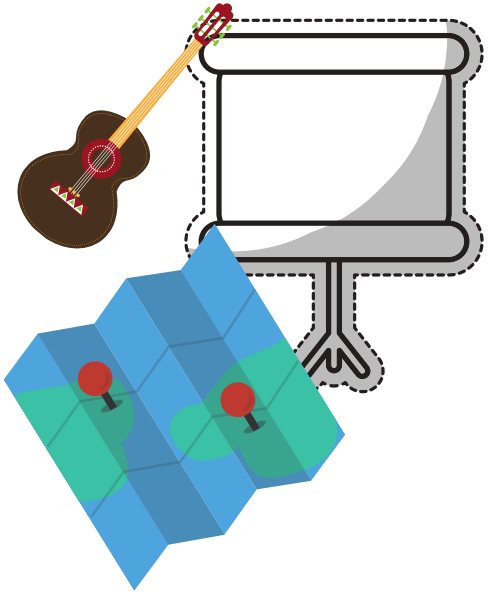
6 Key Focus Points

- Storage Reduction
- New Workspace
- Whats Moving
- New Building Processes
- Getting Ready to Move
- Day One @ BCHS

What is moving?

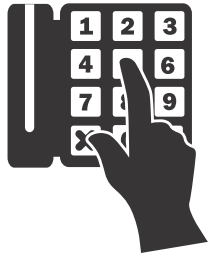
Select Furniture

Equipment



Storage & Filing

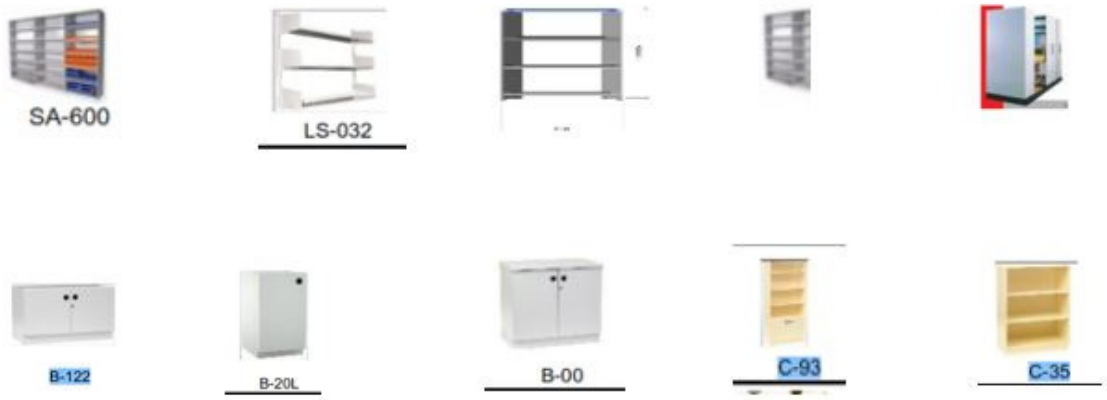
Technology



- All items on the relocation database will be labelled with their destination at the new site
- All items labelled will be moved by Allied Pickfords

Storage

Storage spaces and units have been allocated to Teams. There is a variety of storage types:



TEAM STORAGE

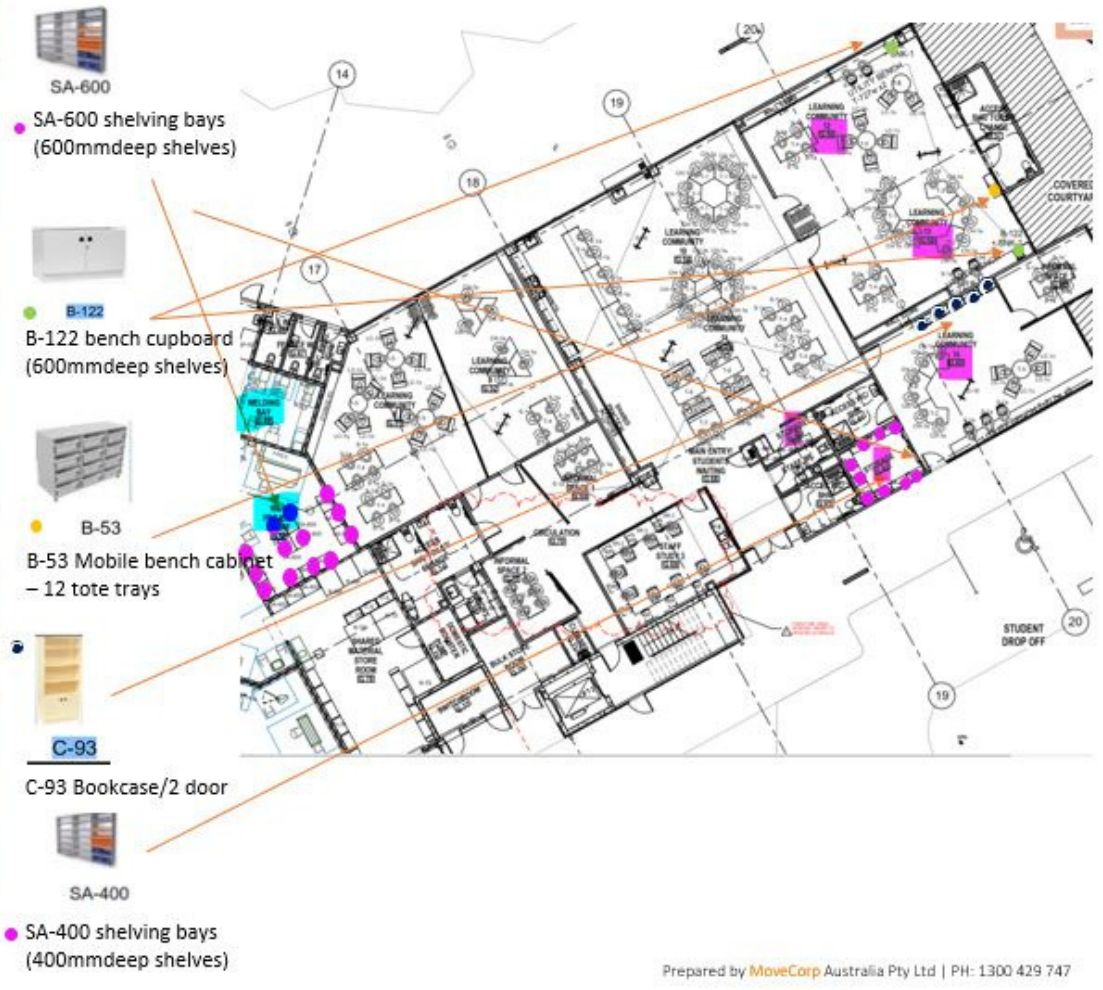
- Storage spaces have been allocated to each team
- Amount has been calculated by MoveCorp and communicated through the Storage Mapping process
- Storage will be packed by Allied Pickfords
- All items packed by Allied Pickfords will be unpacked by Allied Pickfords into the identified storage

Storage Mapping

MoveCorp will communicate to teams their allocated team storage in the new buildings.

Ground – Zone C Storage

Room	Code	Type	Colour	Qty	LM Qty
G.50 TAS	SA-600	Shelving		13	70.2
G.56 SUPPORT	B-122	Bench Cupboard		1	2.7
G.58 SUPPORT	B-52				
	B-53	Mobile Cabinet		1	2.7
	B-122	Bench Cupboard		1	2.7
	Wall Storage	Joinery?			
	Total				
G.60 SUPPORT	C.93	Bookcase/2 door		5	22
G.62 SUPPORT	SA-400	Shelving		6	32.4
	SA-600			3	16.2
G.63 Support	SA-400			5	27



Ready? Set? GO!

1 NOV
READY

Ready Checklist

- Project Portal Update
- High level strategy information
- High level new building information

15 NOV
SET

- Set Checklist
- New location orientation - floorplans
- Move detailed program
- Storage Allocations
- FAQS: Sent to staff
- IT instructions

3 DEC
GO

- Go Checklist
- New systems or process training
- Move Guide
- Pre Move & Post Move timings
- Post move support model

Go!

3 DEC
GO

Set?..

- Continue to advise of items required or not required to relocate to MoveCorp and Greg Armstrong
- Notify MoveCorp of any IT and technology you need moved so we can incorporate and determine appropriate move instructions
- Check Project Portal for Updates - floorplans and storage mapping
- New Location training in December

- Go Checklist
- New systems or process training
- Move Guide
- Pre Move & Post Move timings
- Post move support model

Your new workspace

Staff Workstations & Storage

Workstation
For your workstation:
Staff should pack 2-3 crates

Hutch (if relocated)

1 x shelf = 1 x Crate

Please indicate if you need this moved

Workstation
Each workstation is a simple bench style and will have a mobile pedestal for personal storage. If you need more storage than this, please nominate to move your hutch.

Please be mindful of keeping resources in the storeroom to minimize storage required at your desk.

For illustration purpose only

Mobile Pedestal (White)
2 Stationery drawers+ 1 File Drawer
450(W) x 450(D) x 654(H)

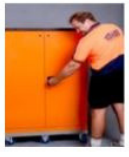
1 x File Drawer = 1/2 Crate of files and stationery

Staff will have 1 x filing drawer in their pedestals for personal teaching material and filing, (hutch's are not likely to move as they will not fit or be useable)

It is crucial that staff centralise storage, digitalise where possible and cull prior to the relocation

Move Equipment

OR



Personal Items

1 or 2 PERSONAL CRATES
if you will unpack week 1 @ the new site

1X PERSONAL BOX
if you will NOT unpack week 1 @ the new site

Team Storage & Equipment

Allied Pickfords will use a variety of crates, cages, trolleys, secured trolleys and IT packing to complete the relocation

Labelling your crates

- Each floor has a unique colour label
- All destination rooms have unique numbers
- Please ensure you use the correct label colour and label as below:

EACH LABEL MUST HAVE

- NAME / TEAM
- LOCATION: DESK, ROOM NUMBER

Label Colour Code:

GROUND:

LEVEL1:

LEVEL 2:

Personal Crate

ALLIED PICKFORDS Business Relocations

Megan Rogers/Science

Desk 3, Rm 1.52

Other items

ALLIED PICKFORDS Business Relocations

Megan Rogers/Science

Desk 3, Rm 1.52

Packing Preparation

- Storerooms, bookcases, filing cabinets will be packed and unpacked by Allied Pickfords
- Larger items will be relocated and placed by Allied Pickfords
- All items needing to be packed and relocated need a label for larger items or an A4 sheet indicated the destination for pack/unpack

EACH LABEL OR SHEET MUST HAVE

- TEAM
- LOCATION: FLOOR, ROOM NUMBER

Label Colour Code:

GROUND:

LEVEL1:

LEVEL 2:

Large items

ALLIED PICKFORDS Business Relocations

Science

Store 1.054

Pack/ Unpack

SCIENCE

MOVE

CONTENTS TO

1.054

PRE/POST MOVE SUPPORT

MoveCorp are onsite often and on the phone AND EMAIL as needed to assist you with any questions and preparation:
schoolssupport@movecorp.com.au

PRE MOVE SUPPORT

Monday 10th December -
Wednesday 19th Decemer

POST MOVE SUPPORT

Tuesday 29th January -
Wednesday 30th January 7:30AM-4:00PM

ALLIED PICKFORDS

Allieds Pickfords can assist with finding your crates along with moving any items as requested.

Move Instructions

MOVEGUIDE

https://www.movecorpportal.com/ballinacoasthighschool

What is Moving

WHAT IS MOVING?

You are encouraged to clean your area and use the opportunity to cull items and material no longer required.

You should be able to move with:

- One or Two personal crates
- Any department specific team storage items that have been signed off by your move champion and MoveCorp

TAKE HOME / WHAT IS NOT MOVING?

Over the move period please take home:

- **Your laptop only**
- All personal items ie. umbrellas, kitchen items, tablets/phones, photos & fragile or sensitive items

TECHNOLOGY NOTE
All IT and AV relocating will be labelled and managed by the BCHS IT. Do not remove monitor, keyboard, mice or docks

Moving Equipment

WHAT DO I PACK MY ITEMS INTO

There will be crates for you to pack into and skates to place these on if they need moving.

One Allieds crate can be used for your desk and pedestal. A second Allieds crate can be used if you have further items to take with you.

Any staff that will be on leave or unable to unpack in the first week should use a cardboard carton.

Other Moving Equipment

The removalist will use a variety of other move equipment such as trolleys, cages, etc.

What to Label?

WHAT TO LABEL

All items moving needs to be labelled. If it's not labelled it won't move.

You should be able to move with:

- 1 or 2 personal locker crates / cartons
- Your Hutch

WHAT TO WRITE

You must write your name, team, level, zone and room number for your personal items.

LABEL COLOR

The color label represents which floor your items will move to:

Ground:

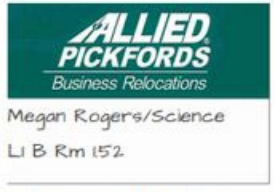
Level 1 :

Level 2:

How to Label?

HOW TO LABEL?

Here is how to label your **personal** crates & items:



Room Number	Zone	School Name	Team
G.13	A	STAFF STUDY	PE
G.68	C	STAFF STUDY	Support
G.89	B	STA FFSTUDY	TAS
1.08	A	STAFF STUDY	CAPA
1.52	C	STAFF STUDY	Science/English
1.63	B	STAFF STUDY	LST/AEO?ATSI
2.3	C	STAFF STUDY 2	Vacant/HTs
2.48	B	L2.8	Maths/HSIE
G.95	B	Front Office	Admin
G.96	B	STUDENT RECEPTION	Admin
G.97	B	ADMINISTRAT ION	Admin
G.99	B	CLINIC 1	Admin
G.100	B	CLINIC 2	Admin
G.104	B	DEPUTY PRINCIPAL	DP Josh
G.105	B	PRINCIPAL	Princ. Greg
G.107	B	DEPUTY PRINCIPAL	DP. Aaron
G.108	B	PRINCIPAL	Princ. Janeen

Packing Crates

1: Really easy to push and move around

NO LIFTING REQUIRED!

2: Barcoded crates

TRACK SENSITIVE CONTENTS!

3: security seal

TRACK SECURE MATERIAL

Crates are recommended as they are easy to handle, secure and re-usable which reduces waste and is better for the environment!

Relocation Approach

This approach commences packing at the Southern Cross site from **December 12th 2018.** Removalist packs all items under MoveCorp supervision with tracking and registering of all packed crates.

1

11th December	**Move Phase 1: Pack & Preparation** Teachers pack personal crates and leave on desks
12th December	Removalists pack Science, Wood/Metal
13th December	Removalist pack English, HSIE, Maths, Careers
14th December	Removalist packCAPA/Music/Food/Dance/ Drama
	Removalist stage items if WHS hazard

2

17th December	**Move Phase 2:** Removalists pack up Canteen/Support/PE/Sport
18th December	Removalist pack Hall/PAS/Library/Admin
19th December	Removalist pack Agriculture/Marine/Counsellor/LST
	Removalist stage items if WHS hazard

3

15th January (tbc) - 25th January	**Move Phase 3:** All items placed at BCHS site and unpacked by Removalists under MoveCorp supervision Teachers personal crates placed on desks for unpack Day 1

Move Phases

1

- TEACHERS PERSONAL CRATES
  - SCIENCE
  - WOOD/METAL
  - ENGLISH
  - HSIE
  - MATHS
  - CAREERS
  - CAPA
  - MUSIC
  - FOOD
  - DANCE
  - DRAMA

MOVE PHASE PACK GROUPS - COUNTDOWN to BCHS

2

- CANTEEN
- SUPPORT
- PE/SPORT
- HALL
- PAS
- LIBRARY
- ADMIN
- AGRICULTURE
- MARINE
- COUNSELLING
- LST

3

- REMOVALIST UNPACK AND PLACE ALL ITEMS
- MOVECORP SUPERVISION

Day 1 @ Cherry St

- Find your room and workstation
- Test everything is working including printing
- Unpack your crates into your allocated desk pedestal and hutch
- Orientate yourself with the site and layout
- Stack and leave empty crates in the drop off zones
- Get on with your day

DAY 1 SUPPORT

Over the first few days and weeks at the new site, there will be a dedicated support team to help you settle in to the new school. This will include Technology, Relocation, Builder, Facilities and the Innovative Learning Environments team.

Support Team

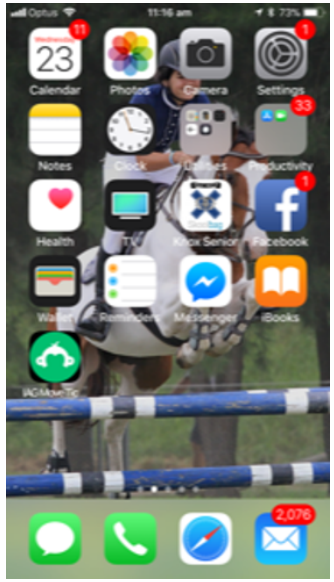
First line of support to ensure you are productive from day 1

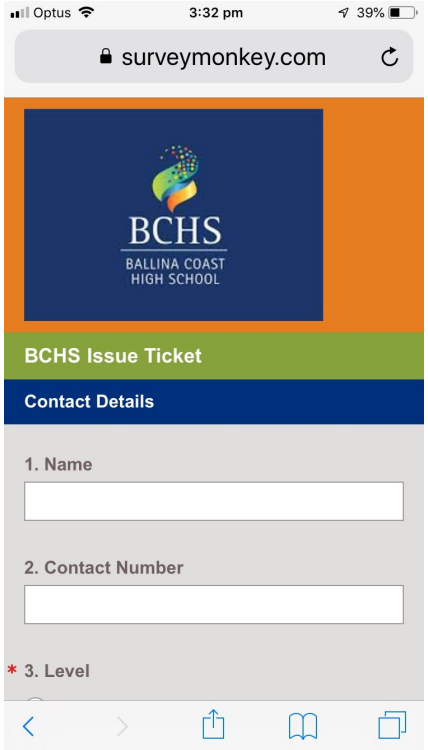
Command Centre

Central point for management and co-ordination of issues to ensure resolution and escalation

Issue Ticket

We will send you an online issue ticket so you can log issues at any time or any location.





Next Steps

- Final Culling and Clearing
- Packing and Labelling of personal items
- Take personal / breakable or valuable items home
- Make sure everything is labelled!
- Supervising removalist packing - let me know if you need to supervise any of the packing

Questions

How are things going?

Concerns?

www.movecorp.com/ballinacoasthighschool

Please get in touch if you have any questions or concerns?

schoolssupport@movecorp.com.au