

MOVE CHAMPIONS

UPDATE #3



WWW.MOVECORP.COM.AU



THIS UPDATE

1. Wrap around - how are things going?
2. MoveCorp Update
3. Key Dates and Program
4. Ready? Set? Go!
5. Removalist Update
6. Your new space
7. Storage Allocation & Mapping
8. Next Steps

BCHS Wraparound



How are things
going?



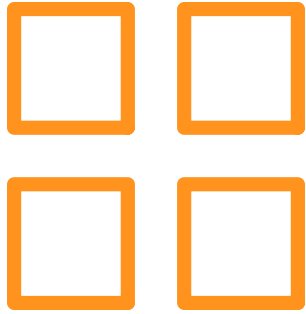
Concerns?

www.movecorp.com/ballinacoasthighschool

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

schoolssupport@movecorp.com.au

MoveCorp Update



Storage Audit
results



Relocation
Database



Secure
move dates
in Dec/Jan



Move related
comms

Re-Audits of storage and filing have commenced this week

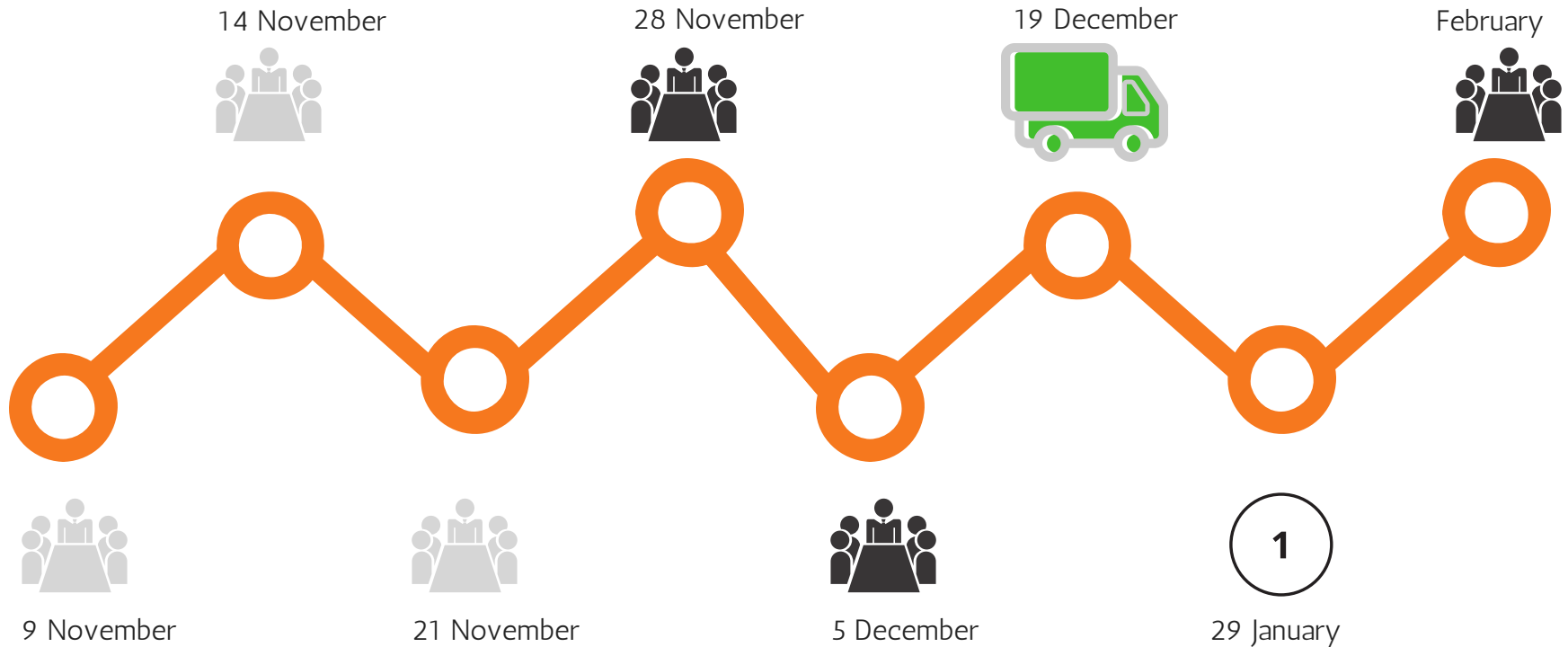
Relocation database of items to be moved has been finalised - please advise any additions/changes

Packing and move dates have been agreed by department and team

Removalist Appointment is in its final stages

Storage Allocation and Mapping provided

Key Dates



Move Champion Updates



Pack Complete



Day 1 @ BCBS

16

Days to Move starts

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:

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 pack Canteen/Support/PE/Sport

Removalist stage items in Performing Arts hall

2

17th December

Move Phase 2:

Removalists pack up CAPA/Music/Food/Dance/ Drama

18th December

Removalist pack Hall/PAC/Library/Admin

19th December

Removalist pack Agriculture/Marine/Counsellor

Removalist stage items in Performing Arts hall

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
- CANTEEN
- SUPPORT
- PE/SPORT

**MOVE PHASE
PACK GROUPS -
COUNTDOWN
to BCHS**



2

- CAPA
- MUSIC
- FOOD
- DANCE
- DRAMA
- HALL
- PAC
- LIBRARY
- ADMIN
- AGRICULTURE
- MARINE
- COUNSELLING



3

- REMOVALIST UNPACK AND PLACE ALL ITEMS
- MOVECORP SUPERVISION



Ready? Set? GO!



1 NOV READY

- Communications Report: inform all staff of program for relocation
- 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



1 DEC GO

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

Set?



**15 NOV
SET**

Ready....!

- Plan and action major cull and "take home" days, at least 15 min a day
 - Identify storage requirements
 - Assess personal pedestals and workstation
 - Assess what resources you NEED (not WANT) to take to the new building
 - Dispose redundant items, especially those you have not used in a year
 - Check with your department for duplicates / redundant resources
 - Follow Project Portal Update
- 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 information in December

Removalist Update

- Compiled the Relocation Database
- Sent Tender information out to Removalist Contractors
- Site Tours of both sites - Tuesday 20th November - completed
- Analysis and Comparison of Tender responses - completed
- Appointment of Contractor - 30th November - on track



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.



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, (plus a hutch if required)

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

Storage Mapping

- Attached with this update is the storage allocations and mapping
- Contact Megan Rogers directly to book a meeting to discuss storage and mapping via email: mrogers@movecorp.com.au
- In the discussion with Megan we will determine what storage you have and what you think should go into each space and type of storage
- **Storage Mapping Discussion:-** first in, first booked
- Tuesday 4th December between 9.30 and 3.00
- Wednesday 5th December up until 12.00

If you aren't available on these days, please contact Megan to arrange an alternative date/time

Next Steps

- MoveCorp will develop workshop protocols for the new site
- Storage Mapping Discussion - to be booked with Megan
- Project Portal is live but will be updated regularly
- Relocation database - we will confirm with teams the current location of items identified to relocate in the storage discussion
- Appointment of Removalist
- Exit Briefing with all staff next Tuesday 4th December
- Move Guide sent to staff after Exit Briefing
- Crates arrive next week