

Move Guide
Let's Go!
 E26

This guide will lead you through the relocation process in a series of steps to ensure the move is a success for you.

You will be able to print a copy at the end if required.

**Section 1:
 Work space**

2 Ensure you recycle and dispose of any unwanted paperwork or items & take home anything personal



3 Learn your new desk number. Your Relocation Representative can provide this to you



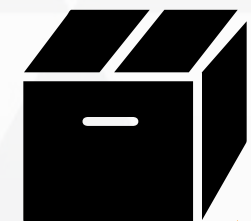
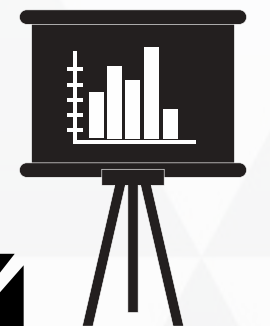
4 Collect labels and crates from the collection points on each floor



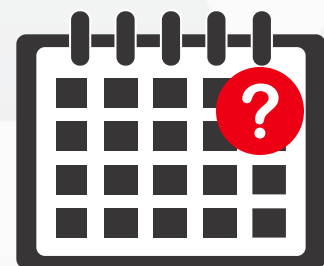
5 Pack your crates no later than COB the day before your move. Leave them on skates stacked 3 or 4 high out of any access paths



6 Don't pack into crates any IT, items too large or fragile, or anything already in a box. Please leave these items visible and place a label on them



1 Confirm your move date and start time with your Relocation Representative



Only use the label colour for your floor:

Level 6	Green	
Level 5	Purple	
Level 4	Red	
Level 3	Orange	
Level 2	Yellow	
Level 1	Grey	
Ground	Blue	
Lower Ground	Brown	
Other Buildings	White	

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Section 1:
 Work space

6 Write your last name and new desk number on each label and label every crate and item you need moved

Refer to Section 2 'How to label'

**No Label
 No Move!**

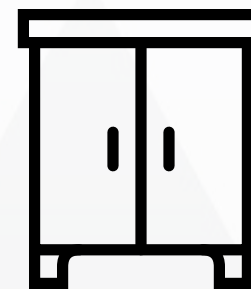
7 Take a photo of the back of your PC so you remember where all the plugs go on reconnect!
 Disconnect your PC & phone and package all cables into provided cable bag.



8 Label all items of your PC phone & cable bag. The removalist will pack them into computer trolleys



9 Chip in and help pack common areas



10 Leave your work space tidy, free of rubbish, and all items to move visible and clearly labelled!



11 Complete the check list on the final







12 Complete your relocation packing slip

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Section 2:
 How to label

1 Make sure to collect the right colour label for your floor!

Level 6	Green	
Level 5	Purple	
Level 4	Red	
Level 3	Orange	
Level 2	Yellow	
Level 1	Grey	
Ground	Blue	
Lower Ground	Brown	
Other buildings	White	

2 Office:



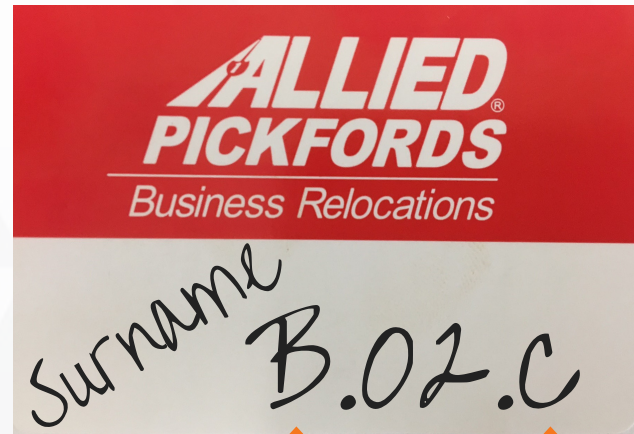
↑ ↑
 "Of": Office "Office Number"

4 Workstation:



↑ ↑
 "WS": Workstation "WS Number"

3 Laboratory bench:



↑ ↑ ↑
 B: Bench Room Number Bench number

5 General Room:



↑ ↑ ↑
 Area such as 'lab' R: Room Room Number

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Section 3:
Laboratories
& Stores

1 All lab surfaces, cupboards etc need to be visibly clean before the movers arrive. Items will not be moved if they are visibly dirty. All lab items must be cleaned BEFORE being packed into crates. Items that may be biologically contaminated should be wiped over with Viraclean or Caviwipes (NOT bleach, this may damage surfaces and equipment). All other items should be wiped over with 70% Ethanol

2 Ensure all items are stored neat and tidy in fridge / freezers and that all items have lids and are stored in trays, boxes or racks. Small loose items should be bagged or boxed together



3 Ensure all chemicals are in spill proof containers with screw tight lids. All bottles, jars and containers must be labelled with a printed label stating name and class of contents.



Ensure all chemicals are be stored in correct classifications

4 All chemicals stored in fridges need to have a hazard label placed on the outside of the fridge



5 Removalists will not relocate any biological waste (including yellow bins) or sharps containers



6 Cull and organise all storage so that it is easy to pack and identify. Know where it is going to be moving to and the closest bench code



7 Pack up all consumables and lab storage into crates. Recycle any unwanted items and paper work



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**Section 3:
Laboratories
& Stores**

8 Label all crates and items with the room number and lab bench code (crates will be left close to the bench)

**No Label
No Move!**

9 Disconnect all equipment (that a vendor is not decommissioning) and wrap cables. Place a label on it. Leave equipment on the bench, do not pack equipment



10 Leave any fragile items / equipment and glassware in a visible bench top location, with 1 x label on the bench. The removal team will pack these to ensure safe transport



11 Chip in and help pack common areas. The removal contractor will pack large items in the store rooms



12 Leave your work space tidy, free of rubbish, and all items to move visible and clearly labelled!



13 Complete the check list on the final

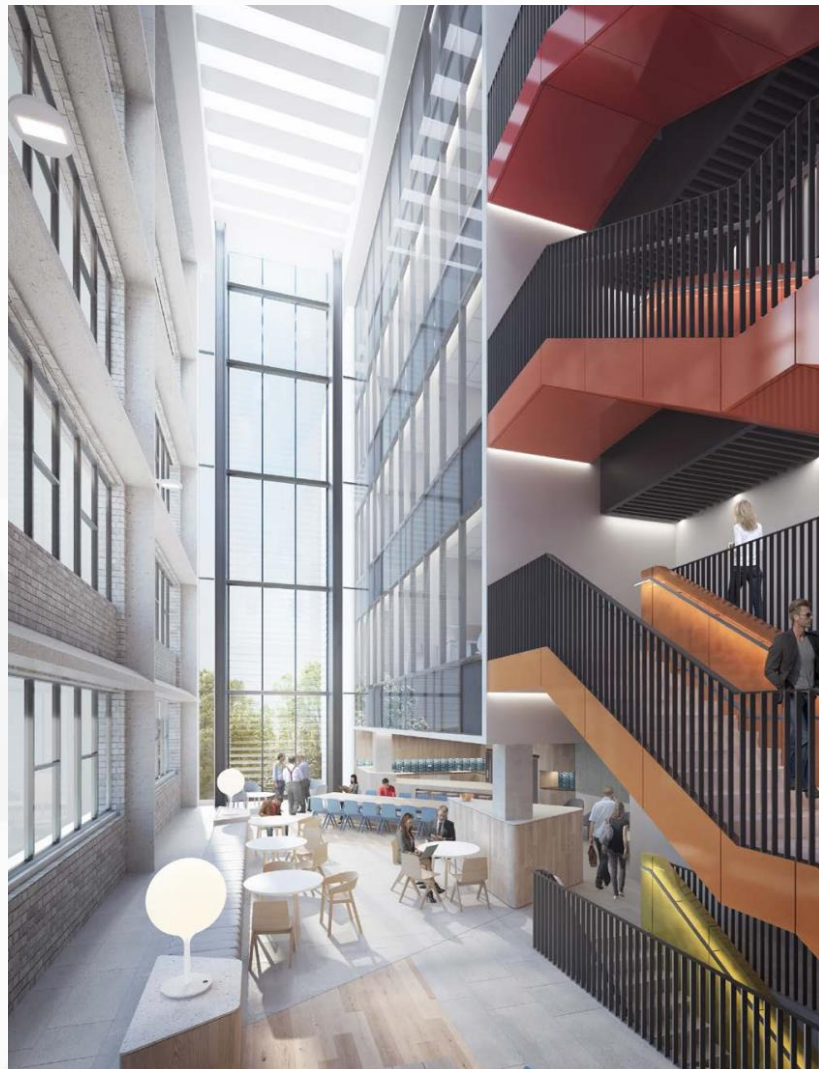


14 Complete your relocation packing slip



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Section 3:
Checklist



- 1** In the weeks before:
- Learn your desk and lab bench numbers
 - Take personal items home
 - Cull tidy and organise!
 - Attend final move briefing
 - Do any early packing
 - Make a plan for the move day (as you wont have access to site)
 - Advise staff and students of your move date
- 2** The week of:
- Collect your lables
 - Collect your crates
 - Pack bulk areas
 - Cull tidy organise!
 - Assit colleagues
 - Start decontamination of labs
 - Ask any questions!
- 3** By COB the day before:
- Complete all packing and labelling
 - Disconnect your PC and phone
 - Leave workspace clean and free of rubbish
 - Hand back all room keys to your relocation rep
 - Disconnect all lab equipment
 - Complete decontamination
 - Ask any questions!

Day-1 Guide
Im here!
E26

Section 4:
Day 1

1 Entry to E26 Lifts: please use the D26 ground floor access which will lead to the E26 passenger lifts

2 Floor Access: your swipe card will be programed to access your dedicated floor on arrival. If you have any issues with it please contact your relocation representative

3 Find your new desk and check that your crates and items have arrived



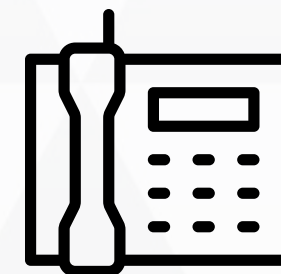
4 Reconnect your PC and phone (refer to the photo you took prior to the disconnect)



5 Unpack your crates and settle in. Leave your crates stacked in the crate drop off zones marked on each floor



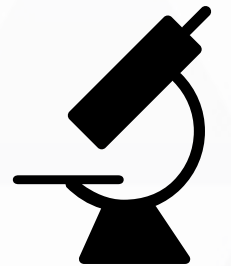
6 Open your email and make a phone call to ensure everything is working correctly



7 If you have any issues, locate a post move floor walker who will be walking around the morning after your move



8 Find your laboratory space, unpack your bench crates, reconnect your equipment and help unpack shared crates



9 Find your colleagues, help them with any questions they might have and enjoy your new space!

