



RELOCATION INFORMATION KIT



This kit is for all **Division/School/Unit** staff/students relocating

From: **Building Name and Campus**

To: **Building Name and Campus**

Relocation Date: **Date Here**

Key Contacts

Property Unit	Name Here	Ext Here
	Name Here	Ext Here
Div/Sch/Unit		
Liaison person	Name Here	Ext Here

Any questions or problems regarding the relocation should be directed in the first instance to the Relocation Liaison person for the **Div/Sch/Unit** who will liaise as required with the designated Property Unit Contact.

4.0 Relocation Program

The following outlines the relocation program and key dates for this project:

Date/ Period	Action	Responsible
Text Here	New accommodation is handed over to UniSA for occupation	Contractor (if refurbishment)
Text Here	Key Forms to be completed and lodged with campus Security	Div/Sch/Unit
Text Here	Transfer of Phone and Fax numbers Form provided to ISTS Help Desk and Property Unit	Div/Sch/Unit
Text Here	Computer Relocation Form and Printer/Equipment Relocation Form provided to ISTS Help Desk and Property Unit.	Div/Sch/Unit
Text Here	New furniture begins to arrive (if applicable).	Property Unit
Text Here	Final Testing of PCs and Printers at current location	IT Support Staff for Div/Sch/Unit
Text here	All packing is completed and clearly labelled by end of day	Div/Sch/Unit Staff
Text Here	Hand in keys to campus Security Office if not being utilised in new accommodation.	Div/Sch/Unit Staff
Text here	Plan of office furniture location is taped to door of new accommodation if specific requirements	Div/Sch/Unit Staff
Text Here	Removalists will begin dismantling furniture as required.	Removalist
Text Here	Relocation of office boxes and furniture (as applicable)	Removalist
Text Here	No access to previous accommodation and swipe card access to cease if applicable.	Div/Sch/Staff Staff
Text Here	Occupation of new accommodation begins – collect new keys from Security Office if required and start unpacking (from 8.00 am)	Div/Sch/Unit Staff

5.0 Room allocation

Room or workstation positions have been allocated as indicated in Section 1.0 of this Relocation Information Kit. Should you have any questions regarding your allocation please contact your Liaison person in the first instance.

It should also be noted that any specific furniture setup for your new accommodation should be clearly identified prior to the relocation using a copy of the plan and taped to the door or partition of the specified accommodation space.

The Liaison Person must be available as a key point of contact during the relocation process to ensure any queries from staff, students or the removalist contractors.

6.0 Electronic Access Cards

Your new accommodation **does/does not** have an electronic access card security system to access the main perimeter doors of this building. Please refer to campus security protocols for after hours access to this building.

7.0 Keys

Generally, where existing doors are fitted with Bi-Lock type locks, existing cylinders will be transferred by Security from the current accommodation to the new location accommodation. This will only apply in instances where the staff or student is relocating within their existing campus.

When the existing lock cylinders are not suitable for re-use or when additional locks are required, Security will organise new lock cylinders (bi-lock type) for the new accommodation. In this instance the existing keys will not access the new accommodation and new keys will be provided at cost to the **Div/Sch/Unit**.

It is the responsibility of the **Div/Sch/Unit** to complete a Key Issue Form (CS09) for all new keys and forward to the Security Office a minimum of **10 Days** prior to the relocation. This requires approval from your **Head of School/Manager/PVC** or their nominee. The Key Issue Form (CS09) can be located on the web at:

<http://www.unisa.edu.au/cs/security/buildingaccess.asp>

All keys for existing accommodation that are not being transferred should be handed to campus Security on the last day of occupation of your existing accommodation. Please refer to dates specified in the Relocation Program in Section 4.0 of this kit.

The new keys to your accommodation should be available from the Security Office from the first day of occupation on **Date**.

8.0 Insurance

The University's Insurance Policy is designed to cover all University property and goods in transit by rail, road, air or sea.

Detailed terms and conditions of this policy can be viewed on the Finance Unit Web Site located at:

<http://www.unisa.edu.au/fin/insurance/default.asp>

Please note that the limits of this policy are:

- Works of Art: \$100,000 any one conveyance
- All Other Goods: \$100,000 any one conveyance

Div/Sch/Unit has the responsibility to advise the Finance Unit if the above values are likely to be exceeded. Please contact the Insurance/Asset Officer, Finance Unit, if you have any further questions.

Please note that the University's insurance policy DOES NOT cover personal items in transit.

9.0 Personal Items

Staff members are advised to remove all personal and/or valuable items including photographs, portable radios, potted plants and clothing from their offices as insurance does not cover any personal items in transit.

10.0 Packing and Manual Handling

It is the responsibility of the **Div/Sch/Unit** to identify all hazards associated with packing and moving as part of the University's OHSW&IM Management System. The procedure for Hazard Management is located at:

<http://www.unisa.edu.au/ohsw/procedures/hazard.asp>

The Property Unit will make a supply of packing boxes available on request. The standard size packing boxes issued for relocations are book carton size or 30cm high x 38 cm long x 45cm wide.

If additional box sizes are required, the Liaison Officer should contact the Property Unit within **10 Working Days** prior to the relocation to ensure delivery of items. The **Div/Sch/Unit** will also be issued with tape and labels prior to the expected move date. It is the responsibility of the **Div/Sch/Unit** to ensure that **all** items are packed in boxes with the exception of any items such as computer equipment, printers and fax machines etc as this type of equipment will be packed by the removalists.

It is expected that each staff member will pack all items used by that individual including books, files, stationery and waste bin. Please ensure that boxes are not over-filled and that they are taped securely shut – this includes taping the bottom of boxes. It is also important to consider the weight of the boxes for manual handling purposes and it is recommended that boxes do not exceed a weight of **16 to 20 Kgs**.

If a staff or student member with a disability requires support or assistance to relocate, it is the responsibility of that person to bring this to the attention of the Liaison Officer so that appropriate support can be arranged.

It is the responsibility of all staff to ensure safe manual handling practices are maintained and information relating to manual handling can be found in the Approved Code of Practice for Manual Handling or the UniSA Manual Handling procedure located at:

<http://www.unisa.edu.au/ohsw/procedures/manualhandling.asp>

If a staff or student member is not packed ready for relocation on date advised, their office contents will not be handled by the removalists. It will then be the responsibility of the **Div/Sch/Unit** to move that staff/student member's office contents including furniture at their own cost to ensure handover of current accommodation to the appropriate stakeholders.

Please take this opportunity to discard items that are no longer required. Do not discard re-useable or relocatable items.

Additional recycle bins can be made available from Campus Services. These are free for general items however there is a charge for disposal of confidential recyclable waste. Recycle bins can be organised by completing a Customer Service Request at least **10 Working Days** prior to the delivery.

<http://www.unisa.edu.au/cs/csr/csr.asp>

11.0 Labels

All items, including boxes, furniture and computer equipment must be labelled with the individual's name and destination room or workstation number or it will not be moved. The Property Unit shall provide removable labels for relocation purposes and these should be placed **on the sides of the boxes** and/or in a prominent position on the individual piece of furniture or equipment.

12.0 Furniture and Fittings

Staff should check with their liaison person to determine what furniture is being relocated.

The liaison person should provide a list of all furniture to be relocated that clearly defines its current and future locations to the Property Unit contact at least **10 Working Days** prior to the move.

Each staff member is responsible for emptying all items from furniture such as cupboards, shelving units and desk drawers and packing the contents in boxes. The removalists will dismantle shelving units, desk returns, etc commencing at **time, date and day**. Pictures are to be labelled and removed from walls and stacked for packing by the removalist.

The removalists will set the relocated furniture up in a typical arrangement unless prior notice is provided by placing a furniture plan on the door of the new accommodation 24 hours prior to the relocation.

Should you need to make any changes to furniture arrangements after the relocation, this can be done by raising a Campus Services Request Form located at:

<http://www.unisa.edu.au/cs/csr/csr.asp>

13.0 Filing Cabinets

Only the bottom drawer of a typical four drawer filing cabinets may be left with the contents in place. The contents of two drawer filing cabinets may remain within the unit during the relocation.

Cabinets should be locked and the keys removed and retained by individual staff member or the Liaison contact person. Please ensure that keys are clearly labelled and any drawers which can not be locked are securely taped closed prior to the relocation

14.0 Photocopiers and Specialist Equipment

Any photocopiers, faxes or printers to be relocated that have a lease, maintenance or operating agreement will not be relocated by the removalist. **The Div/School Unit** must contact the contracted party directly to relocate these items and details forwarded to the Project Unit contact at least **10 Working Days** prior to the relocation.

Where necessary, alternative removalist services may be coordinated by the Property Unit to relocate unique or specialist pieces of equipment.

Desktop (smaller) photocopiers will receive the same treatment as fax machines and individual PC's, and be relocated as part of the removalist project.

15.0 Telephones Modems and Facsimile Machines

Individual staff will need to pack their current telephone handsets when they move. The telephone handset should be packed in a box clearly marked for easy identification when unpacking. The cost of handset upgrades from analogue to digital and any resultant enhancements required to the PABX will be the responsibility of the **Div/Sch/Unit**.

A Transfer of Phone and Fax Numbers Form (included in this kit) shall be completed by the **Div/Sch/Unit** Liaison Person and forwarded to both the ISTS Help Desk and Property Unit contact at least **10 Working Days** prior to the relocation to ensure services are available upon occupation of your new location.

Spare handsets will be collected following the move.

16.0 Voicemail

Current voicemail users will have their voice mail automatically relocated when they move. Voicemail can be transferred within and across campuses.

If staff members are required to obtain a new telephone extension number, a transit greeting service can be attached to their old telephone number for a two week period. To make best use of this service, it is the individual's responsibility to revise the greeting associated with their current telephone number to advise callers that they have moved, and of their new number. For a two week period following the move all incoming calls to former telephone extension numbers will be automatically transferred to the new number.

17.0 Computer Equipment

The **Div/School/Unit** is responsible for ensuring their individual IT support staff examine and test all computer equipment the day prior to the move to ensure all equipment is functioning.

Following the inspection, the IT Support staff are required to disconnect all computer and ancillary equipment such as printers and scanners for packing and transport by the removalist. All equipment will be placed onto the appropriate office furniture at the new location unless otherwise directed on a floor plan for that accommodation.

Staff are requested to collect cables relating to computers, faxes, printers etc and secure them inside an envelope and tape the envelope to the respective equipment item, also marked with destination number.

It is suggested that the computer keyboard and mouse are packed in the box with the telephone and clearly marked for easy identification following the move.

On the day following the move, the **Div/School/Unit** IT support staff will reconnect the computing equipment to the network ports available at each workstation. ISTS will ensure network functionality. This clear demarcation will assist the University in any insurance claims regarding damage during the relocation process.

A full test of functionality will be the responsibility of the user. ISTS staff cannot test full functionality because they do not know how each item of equipment is used and are not privy to individuals' passwords.

Users in attendance when their equipment is connected will have the advantage of requesting investigation of difficulties immediately. IT staff will conduct later tests as priorities allow.

18.0 Data Network

The **Div/Sch/Unit** is expected to organise its own IT support staff to undertake a data collection exercise which identifies the IT equipment to be relocated using the Computer Relocation Form No: 000 and Printer Relocation Form No: 000 (included in this kit). This information will provide ISTS with the necessary information to modify network databases and enable users to connect to network resources in the new location.

The IT Support staff shall forward the Computer Relocation Form No: 000 and Printer Relocation Form No: 000 to the ISTS Help Desk a minimum of **10 Working Days** prior to the relocation with a copy to the Property Unit contact.

19.0 Signage

A full review of all signage requirements as part of the relocation will be developed in consultation with the **Div/Sch/Unit** and the Property Unit contact.

The Property Unit is responsible for the costs associated with directional signage only ie door signs/directory boards etc however it is the responsibility of the **Div/School/Unit** to pay for any additional signage outside of this scope of works ie Functional Area Signs and other corporate signage. Standard signage requests can be directed to Document Services in the first instance.

All signage requirements shall be coordinated with the Property Unit contact and **Div/School/Unit** Liaison as part of the project at least **20 Working Days** prior to the relocation to allow for installation at the appropriate time.

20.0 Unpacking

Furniture will be placed in a standard configuration in the offices and workstations by the removalists. Any furniture dismantled by the removalists will be reassembled by them.

Please unpack all cartons, folding them flat and place in a suitable location for collection by campus services. The Div/Sch/Unit Liaison shall notify Campus Services that empty cartons are available for collection by completing an online CSR located at:

<http://www.unisa.edu.au/cs/csr/csr.asp>

Staff and students are reminded to use safe manual handling practices when unpacking in their new accommodation.

21.0 Carparking

For information on car parking available at your new campus please contact Campus Services directly.

22.0 Workplace Occupational Health and Safety Inspections

The UniSA OHSW Services team will carry out inspections of all new building and refurbishment programs once occupation has occurred. This worksite inspection will assist in identifying any concerns of your working environment and/or assist in providing advice on settling into your new office/workstation environment.

It is also recommended that each staff member conduct an ergonomic assessment of your office/workstation using the UniSA OHSW Ergonomic Workstation Environment procedure located at:

<http://www.unisa.edu.au/ohsw/procedures/ergonomic.asp>

The OHSW Services team is available to assist the **Div/Sch/Unit** with information and advice on ergonomic assessments in the workplace.

23.0 Outstanding Building Works Items Rectification Period

Where a relocation occurs to recently refurbished accommodation, it is normal to expect that after the date of hand over there will still be some small items that require touching up, rework or completion. During the month following occupation, staff can expect to see representatives from relocation contractor working in your new accommodation to complete outstanding items.



Transfer of Phone & Fax Numbers Form

Form No: 000

For moving from to (Text Here) (Text Here) (Text Here)

name of Unit/Division/ School) current location: Level, Building, Campus) new location: Level, Building, Campus)

Table with 11 columns: Name, Current Phone/Fax Extension Number, Transfer From Room No, From Point, Transfer To Room No, To Point, New Phone Number Required? Y/N, New Handset Required? Y/N, Handset Type, Digital or Analogue, Transfer Date.

Please complete this form and send it to the ISTS Help Desk via email to ISTS-HDesk Team at least 10 Working Days prior to the move. Where possible attach a floor plan showing new accommodation.

Please provide Div/Sch/Unit Contact Name:Telephone:

