

## **CAMPUS MOVES CHECKLIST FOR MOVE PROJECTS**

<b>ABBREVIATIONS</b>	IS – Information Services
ADA – Americans with Disabilities Act	50K - \$50,000
A/V – Audio Visual	PC – Private Computer
ASAP – As Soon As Possible	PM – Project Manager
CWU – Central Washington University	POC – Point of Contact
FMD – Facilities Management Department	Sup. - Supervisor
HR - Human Resources	WO – Work Order
IPR – Internal Project Request	WR – Work Request

### PREPARING & PLANNING FOR SUCCESSFUL MOVES

#### Communication.

Please channel all move planning and coordination communications through one elected point of contact, and conversely address all communications to your designated FMD project manager.

#### HR Notification

Early in the process, customers are required to make any necessary notifications to their HR partner for moves involving bargaining unit represented employees, and persons with ADA accommodations.

#### Mitigate Scope Creep

Once scope is approved, any additional work will be addressed either at the “Punch List” walk through at the end of the move, or by formally placing an additional work order through work control.

#### Furniture & Equipment Moves

Please note that furniture purchased with Capital funds must remain in the building for which it was purchased originally.

In order to be more efficient with the move crew’s time, FMD asks that no unnecessary movement of furniture or whiteboards and other attached items be made. Please ask about the availability of stored whiteboards and desks for your new space.

#### Expected Timelines

- Estimates will be available 4 to 5 weeks after a request.
- Furniture installation drawings and space planning AutoCAD drawings will usually be available in one week.
- New furniture/panel orders will usually be installed approximately 10 weeks after placing an order.
- Moves are scheduled by coordinating user needs within the context of available resources.

## CUSTOMER MOVES CHECK LIST

1. Obtain Approval [Space Requests Approval Authority and request form.](#)
2. Place Work Request (509) 963-3000 <https://fmdapps.cwu.edu/fmdrs/login> and request estimate if required.
3. Identify and inform stakeholders, make **Union notification and Disability Support Services notifications** through your Human Resources Partner. (21 day notice is required for moves of represented staff)
4. Schedule Scope walk through with assigned Facilities Management Department Project Manager (PM)
5. Request floor plans from Project Manager
6. Identify fixtures that need to be moved (whiteboards, projectors, etc.)
7. **Phones:** Fill out a VeraSmart ticket to activate or change each phone and data port. <https://cwu.calero.com> (509) 963-3425. Please fill out individual tickets 5 business days in advance of move. Fill out a Telecom spreadsheet if the group is 5 or more staff. [Telecom spreadsheet](#)
8. **Computers:** Contact IS Team Dynamics for PC hook-ups, network connections and assistance moving equipment (509) 963-2001 <https://cwu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=4826>
9. Determine if A/V equipment or changes are required (509) 963-2191
10. Provide seating plan & determine locations of printers and PCs and other electronic equipment needing power and data, such as projectors.
11. Approve proposal upon reviewing estimates.
12. Attend Campus Move Meeting.
13. Request moving boxes (509) 963-3000.
14. Schedule leased copier move with vendor.
15. Order new business cards & update personnel information and mailstop at:  
*MyCWU>Manager>Manager Self Service folder>Request Location Change*
16. Organize keys with lock shop (509) 963-2918
17. Call surplus to remove unwanted items (509) 963-2157
18. Please remove all personal belongings and files from old space – leave it neat!
19. Print a drawing for each office and post it on the door to guide installers. PM will provide drawings for the customer's use.