

Moves Guide - Arundel House

Top Tips for Packing

Also see H&S guidelines on the intranet: <https://staff.shu.ac.uk/HealthandSafety/officemoves.asp> - particularly for DSE guidelines

- Do not overfill the crates as this prevents stacking, can cause damage and makes them more difficult to move. Stack no more than 4 crates high. *If they are too heavy for you to lift they are too heavy for the porters to lift too!*
- Use the crate labelling template provided by your move ambassador. This should be stuck to the **side** of your crate. We will add the cabinet numbers when we get these from Paragon.
- Pack the heaviest item on the bottom, the lightest on the top, if possible.
- When packing crates, wherever possible move an empty crate to the item of furniture you are packing. When full place another empty crate on top and so on. This should prevent you having to move full crates.
- Ensure that all breakable items are marked "**FRAGILE**" or wrapped in bubble wrap which will be provided.
- Clearly label anything that will not fit in a crate and make your move ambassador aware of it, so we can inform the porters that they need to move it (eg: oversized items, DSE special chair etc.).
- For the security of your own personal possessions and any valuable items please do not leave these in your crate or office. The University cannot take responsibility for any loss or damage to personal items or items of value. If you have items of value to be moved, please contact your move ambassador.
- When packing, stacking or unpacking crates please ensure that corridors and walkways are kept clear as much as possible, and that fire exits are always kept clear. Please take additional care when moving about the office until crates and contents have been cleared from floor space.
- Please unpack your crates as soon as possible after you move in - crates should be stacked in one area in the office (your move ambassador will advise where) for removal. Your move ambassador will advise you on the date the crates are due for collection and as we are charged for each day a crate stays onsite, we'd be grateful if you could unpack your crates as soon as possible.

Take me with you... (what to pack or label for moving)

- Plants that you want to bring to Arundel House
- Mugs, crockery, cutlery that you will need for your tea point, as well as any tea/coffee etc.
- Stationery (don't assume someone else is packing it - check!)
- Footstools and document readers if you use them
- DSE keyboard or mouse (or other DSE equipment)
- DSE chair - this only applies to staff who have had a special chair purchased for them following a H&S assessment, and if the new chairs will be unsuitable

- Notices and posters from noticeboards - check that they are current and relevant. New noticeboards will be provided in Arundel House so you can pin them up there
- First Aid kits

Let it go... (what to leave behind in 20 Furnival Street)

- You don't need to bring any IT kit unless you have a DSE keyboard or mouse, in which case you should pack this in your crate
- We will be using a new telephony system so our existing telephone handsets will remain in 20 Furnival
- Fans - Arundel House will be fully ventilated, with opening windows, so fans will not be necessary
- Unwanted but usable good condition stationery items - please leave on the ground floor of 20 Furnival Street (after Estates have moved out on 2nd Feb) as we will be asking other areas of the university if they want to take some
- Coat stands - coat cupboards will be provided in Arundel House
- Please see "*Office Move Waste Guide*" appendix on what can be recycled

On the Friday before your move:

- Please finish working at your desk by 1pm and vacate your office area - please refer to your line manager for information on what your team are doing.
- If you have already received your laptop, please ensure you take it home with you that weekend and bring it in on Monday.
- Crates and any other items to be relocated will be moved by SHU Multi-Skilled Team from the Friday afternoon onwards.
- MFDs will be moved (by the suppliers, Konica) on the Friday of each move.
- IS&T will be moving any IT kit that is to be relocated to Arundel House (eg: special computers, extra monitors etc) and will have these in place for your first working day.

Monday morning - first day in Arundel House:

- Free bacon butties! (or egg butties as the veggie option) will be delivered to your floor courtesy of the FD Executive
- IT Support - will be set up on your floor and will be on hand to answer any IT questions
- An Unified Communications team member will be on your floor to hand out your KIT and to answer any VOIP questions
- NWW project team members will be available to assist with other queries
- A member of staff from Paragon Interiors will be onsite to deal with any snagging issues
- Your move ambassadors and superusers will be available to help

Contacts:

- John McNamara - Project Manager - 07825 754 354
- Sinead O'Toole - NWW Project Team - 07768 390 004
- Chris Cook - IT Help for Arundel House only - 07833 235 063
- IT Helpdesk - 3333
- FD Helpdesk - 4444

Office Move Waste Guide - 20 Furnival Street

Recycling Tubby - to be organised through FD Helpdesk

Takes the same items as recycling bin;

- Paper (not confidential waste)
- Cardboard (including notebook covers if metal ring binding spine has been removed)
- Hard Plastic
- Glass (unbroken) - not light bulbs
- Tins/ Cans (empty and clean)
- Magazines/ Journals/ Manuals
- **No electrical items/ light bulbs or aerosols**

Stationery

- Hard plastic folders (with no metal) e.g. magazine files can be put into the recycling tubby
- Paper folders can be put into the recycling tubby
- Ring Binders in good condition should be emptied and returned to the stationery cupboard (to be redistributed at a later date)
- Broken ring binders should be put in the general waste unless the metal has separated, in which case the cover can be put in the recycling and metal should be put in the general waste
- Clear plastic wallets (from inside ring binders) if in good condition can be returned to the stationery cupboard. Otherwise can be put in general waste (Cannot be recycled)
- Functioning stationery items (e.g. hole punch/ stapler...) to be returned to stationery cupboard

Books Box - Can be collected from Level 0

Books that are no longer needed and in a reasonable condition please put into the 'Better World Books' Box provided - to be distributed through our charity partner

- Hard and paper backs both accepted
- **Not journals/ magazines** (go into recycling tubby)

Battery Bin

Located on the cabinet in front of Level 0 Stairs;

- All domestic batteries (**not from mobile phones** - electrical box with phone)
- Test to see if they are empty using the bin features

Electrical and Other Box - Use generic empty archive box

- Old phones
- CD's
- Aerosols
- Wires/ chargers
- Light bulbs
- Misc. Electricals
- Old clothes (if your item is in a decent condition please recycle through your local charity shop)
- **Not Batteries**

Any Items not listed please see Recycling '[Geek Guide](#)'.

Please direct any questions to [Rachel Staten](#)