

## MOVE MEMO

There is a lot of information in this note but please take the time to READ ALL OF IT. It is all essential. This memo will be posted on the Department web page for future reference.

1) The first major move starts in 18 days (Nov. 28). **Packing material** is located in CDH 011 and ATG loading dock in the front storage area of the machine shop. The shop can be accessed through ATG loading dock (big blue garage doors) or inside ATG building (just off the ATG loading dock). If the door is locked (in the afternoons) the key can be borrowed from Berko (office in the same ground floor way). Code to key box in CDH is standard number. Check the web page for packing label color coded by floor.

2) The detailed **move schedule** is on the ESS web. If you haven't already, please check it for inconsistencies, omissions and problems. This plan will be fixed and firm as of Nov 15. The move schedule as posted today also represents the dates for transferring office and lab phones to Johnson. If you change your move dates, the phone transfer date cannot change.

3) If you are **moving any furniture** you must post a plan on your door showing where it will sit. You will find all offices and labs are completely furnished in the arrangement shown on plans posted on the web. Compared to Condon, you will have significantly less space, so please draw any additional furniture into the plan to scale. Renee Craven [rcraven@binw.com](mailto:rcraven@binw.com) can provide you with a plan of your office with a scale grid superimposed. Moving furniture to Johnson **requires a posted plan** for its placement in Johnson.

4) **Mail delivery will be suspended** from Dec 5 through 9, and will restart Dec 12. It will resume in Johnson 062.

5) You can **pick up your Johnson keys** at the Department office during the key pick-up times below and posted on the web. If it is not possible to pick up your keys at these times, please send a note to [frontdesk@ess](mailto:frontdesk@ess) to arrange an alternate pick-up time. The key deposit is \$10 per key. No Deposit No Key. (Replacement of lost keys will incur a \$30 charge per key). All in ESS need a key. Even if you do not reside in Johnson, you will need to pick up a key to the common areas (mail room, copy room, etc.).

Key Pick-Up Times:

Mon Nov 14: 1:30 – 4:30

Tue Nov 15: 10:00 – 12:00

Wed Nov 16: 1:30 – 4:30

Thu Nov 17: 10:00 – 12:00

Fri Nov 18: 10:00 – 12:00

6) **Access to Johnson Hall** is by a card access system (use your Husky Card). This includes exterior doors and access to floors 2, 3 and 4 after hours. Current plans are for the exterior doors to require card access after 10 pm, and floors 2, 3 and 4 to require card

access after 6 pm. This is a new CAMS system that works. All ESS members are already programmed in.

7) The **Department office moves** to Johnson December 7 and will be closed to business from December 5 to 9.

8) Remove **old tags** from boxes, use the new color code (see web page) and be sure to number all of your boxes consecutively. **Inventory** your boxes immediately after your move.

9) All **sensitive/confidential papers** must be shredded, not placed in recycle bins or trash. If you don't want to move them, bring them boxed to CDH 316 for eventual shredding. Sensitive papers include anything with student or personnel information, exams and student files. Each box must be labeled with an inventory form (available in CDH 316). An adequate inventory description could be “student files” or “exams”.

10) The typical office space in Johnson will have 72 lineal feet of **bookshelves**. You can pack books in boxes for moving or have Bekins remove them from shelves, transport them on library carts, and replace them in Johnson in the same order. If you want Bekins to shelve your books, you must let Renee Craven [rcraven@binw.com](mailto:rcraven@binw.com) know by November 21 how many lineal feet of books you have to move. If you move a book shelf/cabinet to Johnson, its new location must be posted on a room diagram.

11) If you move vertical **file cabinets** (the tall narrow ones), you can move them without removing files. Wide lateral filing cabinets must be emptied prior to moving. If you don't have a key for the lock, tape it so it is not accidentally pushed in and locked. You must show the new location of the file cabinets on a room plan posted on the room door. If you are moving maps there will be special boxes for moving rolled-up maps. The new **map cabinets** in Johnson may not be ready on time, so be prepared to store maps out of the cabinet.

12) Turn in all your **Condon keys**. Deposit them through slots in the locked mailboxes located in the wall to the right of CDH 308. Please put them in labeled envelopes.

13) We have negotiated some limited access to viewing your space prior to the move. Building access for **Reviewing your spaces** before the move will be only during specific afternoon hours on the following dates:

Ground floor: 11/16 – 11/18

First floor: 11/17 – 11/21

Second floor: 11/22 – 11/25

Third floor: 12/5 (owned by ESS on this date)

Fourth floor: 12/8 (owned by ESS on this date)

For access to ground, first and second prior to 11/28, you must sign up for an afternoon time by e-mailing Bruce Nelson ([bnelson@u](mailto:bnelson@u)), and follow conditions set in the Johnson Review Access memo posted on the web. This includes wearing protective gear as provided (eye protection, hard hat, vest), and long pants, solid shoes and long-sleeves.

After 11/28, ESS owns ground, first and second floors and no special conditions apply to access. First possible access to third and fourth will be when ESS owns those floors, so no special conditions apply to access. DO NOT enter the floors ground, first and second prior to 11/28 without escort. DO NOT enter third floor prior to 12/5 nor fourth floor prior to 12/8. There are serious liability and legal issues.

14) The **perimeter fence** will remain up until Dec 28 to discourage tourism by the public and the thousands of students who are curious about their winter quarter classrooms in Johnson. Access to floors 2, 3 and 4, and access to the building after hours will be by your Husky card.

15) **Security** will be a significant problem during the move because of all the people carrying things around with doors propped open. New buildings, and especially the new AV equipment, are targeted by thieves. If you find someone not employed by Bekins or without a UW ID (and not from ESS/Biology) ask what they are doing.

16) If your request for funds to **hire undergrads** for moving tasks has been approved by the Chair, please contact members of the GeoClub. They are donating their hourly earnings toward the Spring GeoClub field trip. Contact Jen Glass (jglass@u) to get a referral to GeoClub students. This is a major source of field trip support for them, so please use their services.

17) For laboratories with gas or refrigerated liquid **cylinder deliveries**, do not move your cylinders to Johnson. Ask the company to pick up the cylinder at your current location and deliver the next cylinder to your Johnson lab. For delivery access to Johnson, please arrange with Pat Brown at 6-4933.

18) **Temporary parking** for moving especially fragile or valuable items yourself is available in two reserved spots between Johnson and Johnson annex (behind the gate). You will need to use a day permit together with a loading pass that you can obtain from the ESS office (Judi Gray). Using it without a loading pass will get you a ticket.

19) Discard your rock in the **rock dumpsters** behind Condon from November 16 to December 23. Rocks only. No bags, paper, cardboard or other containers.

20) Move all your stuff from the **refrigerators** by December 2, or it becomes free lunch.

Start Packing!