



Town Hall – 2/06/2014

“WHAT TO EXPECT FOR THE MOVE”

Town Hall Format

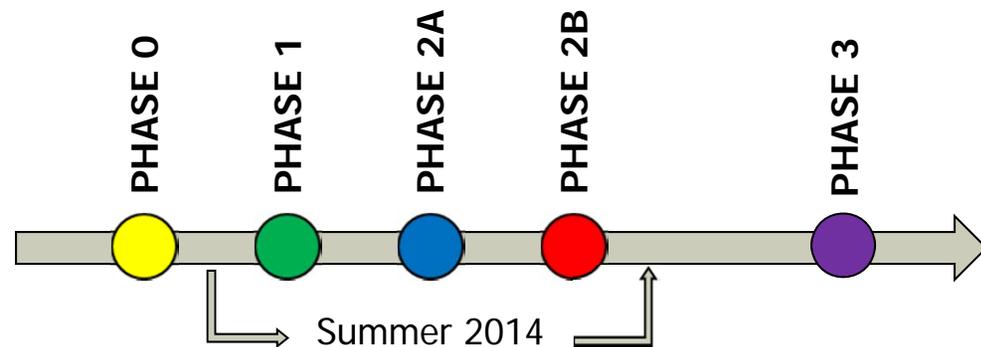
- « Encourage related questions during presentation; please raise your hand.
- « Please be sensitive to allow opportunity for others to ask questions.
- « Please hold unrelated questions to after presentation



WHAT TO EXPECT FOR THE MOVE

- **Timing**
- **Provisions**
- **Special Concerns**
- **Expectations**

TIMING



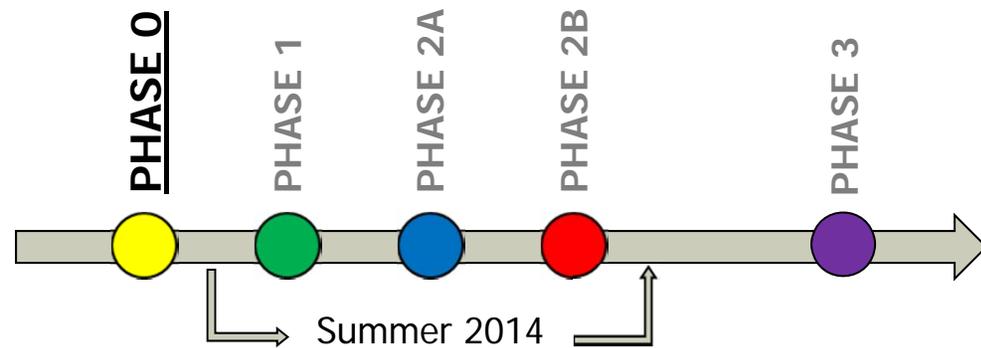
The MPHL move has been organized into sections, or “phases”, in order to maintain manageability and focus during a process where we have many concerns and tasks to complete.



WHAT TO EXPECT FOR THE MOVE

- **Timing**
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TIMING



PHASE 0

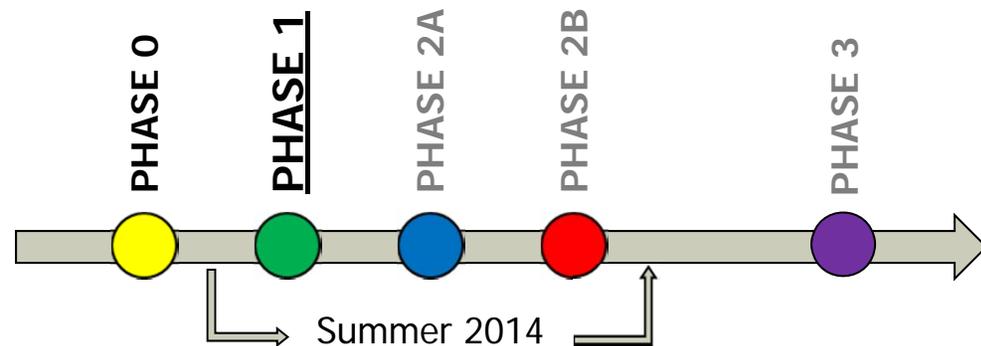
- Begin to deliver all of the brand new and replacement equipment purchased for the new facility.
- At this time, spaces are not quite ready for equipment to be installed, just securely stored.



WHAT TO EXPECT FOR THE MOVE

- **Timing**
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TIMING



PHASE 1

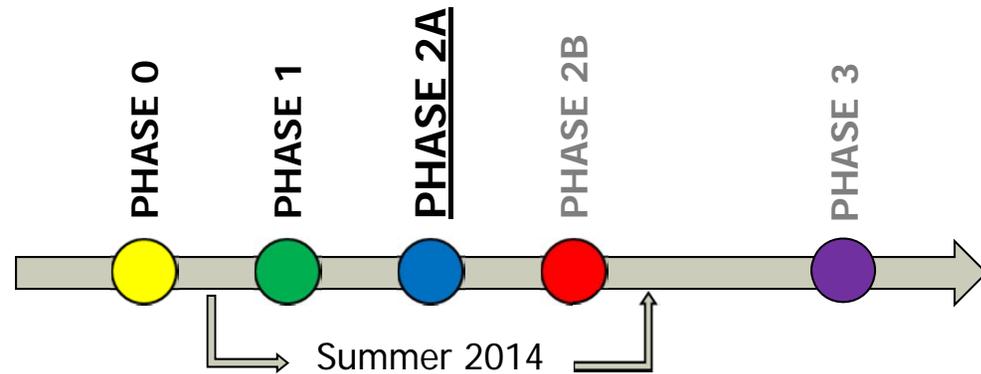
- Move select items (redundant equipment, files, supplies, etc.) to the new facility
- Primarily to get items into place and operationally ready.
- New and moved equipment can now begin to be installed by vendors and validated by lab employees.
- No people or actual operations moving at this time.



WHAT TO EXPECT FOR THE MOVE

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TIMING



PHASE 2A

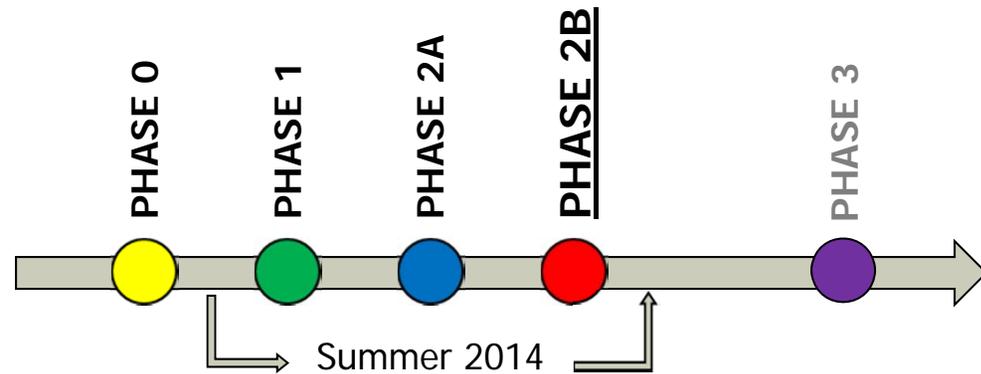
- The main move of people and actual operations.
- Most of the Labs Administration moves at this time.
- Before the main move of people, all infrastructure will be operational. Including: Phones, IT, Waste, Warehouse, Central Accessioning, BSCs, Fume Hoods, DI Water, Gases, Autoclaves. Safety, Security, Staff Training will have occurred, as appropriate.
- Anticipated 4-day weekend, Thursday through Sunday.
- Those who move will report to work at the new facility from this time forward.



WHAT TO EXPECT FOR THE MOVE

- **Timing**
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TIMING



PHASE 2B

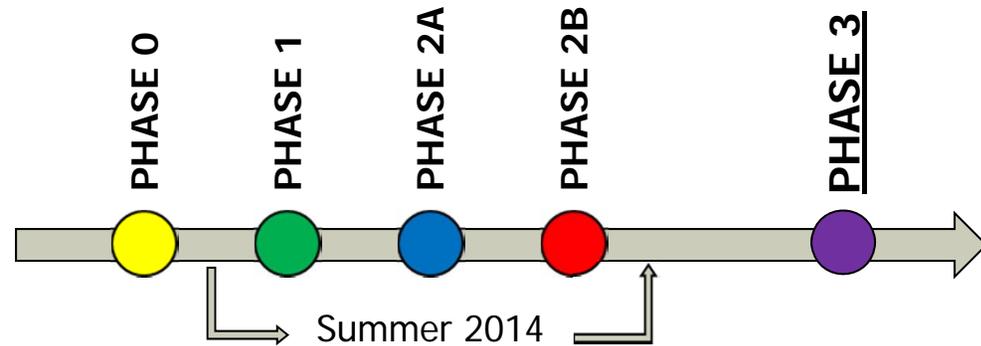
- A "focused" move of certain people and labs which are in operation around the clock, or which must be able to react to work needs which may arise at any time.
- Anticipated 4-day weekend, Thursday through Sunday.
- After the moves of most other labs are completed.
- Those who move will report to work at the new facility from this time forward.



WHAT TO EXPECT FOR THE MOVE

- **Timing**
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- **Expectations**

TIMING



PHASE 3

- Moving a few select agent labs and contents which must wait until the CDC has certified the new facility for this work.
- Such certification will be provided some time after the rest of the administration has already begun operations at the new facility.



WHAT TO EXPECT FOR THE MOVE

- **Timing**
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PROVISIONS

In order to get all of this done, there are a lot of resources being provided to support this relocation.

- Movers
- Temporary offsite storage as needed
- Packing materials and labels
- Packing assistance for shared content
- Coordination of instrument service engineers
- Computer disconnect and reconnect services
- Chemical movers
- Post-move support center "help desk" on site



WHAT TO EXPECT FOR THE MOVE

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PROVISIONS

Things to make the move easier..

- Crates instead of boxes
- All on wheels
- Crush proof and weather resistant
- Perfect size for a drawer of files
- Tamper seals available
- Preprinted labels





WHAT TO EXPECT FOR THE MOVE

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SPECIAL CONCERNS

Relocation of certain contents and areas must be handled in a different way.



- Chemicals: HazMat team pack/move/unpack
- Refrigerated contents: HazMat team pack/move/unpack
- Frozen contents: Freezers moved intact with contents
- Incubated contents: Relocation dependent on nature of material
- Select agents: SAP & DGS Police moves later
- Instruments needing vendor attention: Fox coordinating most of this
- Instruments needing employee attention: Typically limited to centrifuge handling, water baths
- Confidential files and materials: Non-disclosure agreement in place



WHAT TO EXPECT FOR THE MOVE

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EXPECTATIONS

There are still a few tasks which must be completed by the Labs Administration employees.



- Pack for your new office / work area
- Pack loose items and paperwork from table-tops, lab benches and drawers in the lab areas
- Label everything which needs to be moved (Fox provides labels)
- Unpack your crates when you arrive in the new space
- Shutdown (not disconnect) your computer
- If too heavy, ask for assistance.
- If additional hours are required to prepare for the move, then comp/overtime will be approved as appropriate – such needs are not yet determined



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EXPECTATIONS

There are still a few tasks which must be completed by the Labs Administration employees.



- Decide where all items other than major equipment need to go
- Wipe-down the instruments in your lab areas
- Shutdown and unplug instruments ready for moving
- Ensure all liquids and powders are clearly labeled and in appropriate sealed containers
- Confirm instrument service vendors complete their work
- Prepare instruments needing employee involvement
- Label everything for its destination



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Use of Leave during the Summer

- **Use of Leave:** Employee's use of leave will be restricted to no more than 5 consecutive days over the summer (July and August); extended vacations will not be approved. Use of vacation for a couple of days here and there is not a concern; standard leave approval process still applies. Please talk to your supervisor about already approved leave/purchase of vacations (these need to be honored).

All hands on deck approach to the move.



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Use of Space in New Facility

- **Office/Workstation Assignments:** All Supervisor-level and Developmental scientist-level positions will have assigned offices. Non-scientist administrative positions will be assigned offices/workstations to perform job duties, as appropriate.
- Open lab areas will have shared unassigned write-up areas and some semi-private office space to perform written/administrative job duties of scientists. All employees without a private office, will receive a locker and location for private file storage (e.g., training records, etc.). There are ample PCs in write-up area and library.
- **Decorations:** The Labs Administration will be tenants in the new facility and we must therefore be respectful of how we use the space. MEDCO, building owner, will not allow us to affix any items to glass/windows.



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Use of Space in New Facility

- **Union-related Files:** Union-related files (MPEC and AFSME) will be provided with secure space to store materials.
- **Personal Items:** We cannot use state funds to move personal items therefore the mover cannot move these items for you. Please start bringing home personal items now. We will provide cardboard boxes.



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Between now and then?

- Please attend town hall meetings
- Continued disposal of records per Records Retention Policy
- Identification of surplus items
- Organize those drawers that haven't been touched in years!
- Talk with your Division's Move Coordinators for relevant updates



QUESTIONS?

