

GUIDE TO SERVICES

MISSION BAY RELOCATION

CAPITAL PROJECTS & FACILITIES MANAGEMENT
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
3130 20th Street
San Francisco, CA 94143-0894

I. INTRODUCTION

A. Purpose of Relocation Guide

The Relocation Guide provides information to prospective occupants of Mission Bay to ensure the orderly relocation of staff, furniture, equipment, supplies, and voice/data communications.

This Guide was adapted from similar documents prepared for major UCSF relocations (i.e., the Mt. Zion Research Building and Laurel Heights).

A team of professionals from appropriate campus administrative units together with contract relocation consultants and movers has been assembled to assist each Unit (lab, office, Service Provider, etc.) during the relocation process. This guide explains the relocation process and identifies the step-by-step tasks needed to make the move-in as seamless a transition as is possible.

B. Project Team Identification, Roles and Responsibilities

The Project Team is composed of the occupant, the Relocation Manager, Relocation Coordinator, Relocation Consultant and the contract movers. The roles and responsibilities of each team member together with contact information are described below.

1. Occupant

Each future occupant will designate his own representative to serve as contact person for the Project Team while the space is being developed. This individual will be responsible for:

- Working with the Relocation team.
- Conveying information.
- Reporting progress to his Unit.
- Obtaining approvals from the Unit head when needed.
- Communicating all relocation needs from the Unit to the project team.

Because of the extensive commitment expected for the duration of the relocation process, the contact person should be available through the final relocation schedule.

2. Relocation Manager - Tom Hochmuth 476-6945 thochmuth@fm.ucsf.edu Relocation Coordinator - Girod Tillman 514-3244 gtillman@fm.ucsf.edu

The Relocation Manager and the Relocation Coordinator will work under the direction of Building 24/Genentech Hall Project Manager, Russ Akre. The Relocation Manager will coordinate the relocation process and carefully monitor both budget and schedule.

The Relocation Manager areas of coordination/responsibility include:

- Physical relocation of Occupants' space - Includes equipment i.e., freezers, hoods, incubators, computers, furniture, chemicals and supplies. Funding for the relocation of exceptionally large (i.e., Electron Microscopes) or very sensitive/expensive pieces of equipment will be paid for by individual departments. (See section E, item 1).
- Relocation and reestablishment of phone service.
- Purchase/coordination of new equipment and furniture; issuing required purchase and work orders to implement all aspects of the relocation. (See section E, items 2 & 3).
- Problem solve move-related issues, before, during and after the move.

3. Relocation Consultant

MHS and Associates has been hired by Capital Projects & Facilities Management to provide a Relocation Consultant. This Consultant will work under the direction of the Relocation Manager to assist occupants with their moves. The Relocation Consultant and Relocation Manager will meet with the occupant representatives to begin the relocation survey and planning process. The Relocation Consultant will inventory all existing furniture and equipment. A master schedule, Technical Specification Report and a Lab Relocation Check List will be developed to indicate meetings, move dates, key milestones, utility requirements and new furniture/equipment delivery dates. MHS and Associates will also assist the Relocation Manager in supervising the movers, equipment/furniture installers, and equipment vendors during the entire relocation process.

C. Relocation Schedule

Labs will be moved from Parnassus to Mission Bay as "neighborhoods" starting with occupants moving to the 5th floor (top-down) moving from East to West. The 14 neighborhoods will contain 4 or 5 Principle Investigators and each neighborhood will take approximately 7 to 10 days to relocate (pack, move and unpack). There may be a need for intervals between the moves to address move-related issues and to prepare for the next neighborhood. When possible a three-stage model will be utilized. For example, while neighborhood 1 is being attended to for post-move issues, neighborhood 2 will be moved and neighborhood 3 is packing/preparing to move. Relocating the various associated offices and administrative support will last for a period of 3 or 4 weeks. The Mission Bay Building 24 Committee will determine the final relocation schedule.

D. Move Process

Building Activation is the culmination of years spent in planning design, construction and equipping a new facility. This task integrates new and existing items and requires that proper preparation be made. Building Activation is a myriad of procedures, which include Planning Department operations, communications, data networking, building security/keying, management and physical relocation of personnel, equipment, furniture and furnishings. The following procedural outline illustrates the physical relocation aspect of building activation.

1. *Equipment Planning* is the first process to be completed prior to planning the move sequence:
 - a. Preparation of a bar coded equipment inventory of existing equipment.
 - b. Obtain information from department personnel regarding new equipment programmed for building 24 and integrate this information into the Master equipment database.
 - c. Evaluate use of equipment and work with department personnel to surplus unnecessary items.
 - d. Allocate existing items to appropriate locations.
 - e. Placement of all existing and new items on drawings in their new rooms.
 - f. Develop the Technical Specification Report, a compilation of utility information for each item of equipment.
 - g. Review drawings and survey construction site as necessary to verify utility locations.

2. *Surplus/Recycling/Disposing*

Department personnel are required to look at their areas of responsibility to organize equipment and supplies, and to discard unnecessary items. Contact Storage and Surplus (502-3086) for surplus equipment/furniture pick-up. Call Recycling and Refuse program (476-6808) for recycling containers for mixed paper, hardcover books, beverage containers, brochures or to request an on site orientation. For disposal of unused chemicals, call EH&S (476-1300) at least 6 months prior to the move. Call Material Management Distribution (476-5987) for stopping/starting gas cylinders.

3. *Develop Logistic Move Schedule*
 - a. Data collected from equipment inventory process will provide necessary information to begin developing the Logistic Move Schedule and plan for building activation.
 - b. Frequent planning meetings will be held with designated department Administrators and/or their personnel.

4. *Dates will incorporate the following:*
 - a. Manufacturers technician to assist move of special equipment as programmed
 - b. Shut down and disconnect of utilities connected to equipment
 - c. Packing assistance by movers
 - d. Delivery of necessary packing materials
 - e. Scheduled move dates for each department

5. *Move-In Schedule* will be based on construction completion and obtaining all necessary certifications for building occupancy.

6. *Coordinate necessary integration by equipment manufacturers* for prepping of equipment, moving, or calibration. Some equipment items require manufacturer involvement due to warranties or maintenance agreements. It is the Occupant's responsibility to inform the Relocation Manager if such agreements exist.

7. *Move Preparation Meetings*

A move preparation meeting for all departments will be conducted to provide all the necessary details in preparation for each move. Information will be distributed, such as the schedule, what packing materials are provided, and packing responsibilities. Note: Complete packing is provided but some labs prefer to pack some of their own items.

8. *Coordinate Shut Down of Utilities*

Equipment connected to building utilities, such as HVAC, electrical direct connect, and plumbing, requires disconnection by electricians, plumbers and mechanical subcontractors.

9. *Equipment Preparation for the Move*

- a. There are steps required to prepare laboratory equipment for moving. Guidelines will be distributed to department personnel to assist with preparation for the moves.
- b. A color code move plan will be established to assist the movers with the move sequence and locations.
- c. All boxes, equipment, and carts will be tagged with a color-coded move label indicating their final destinations in the new building. The final equipment listing will indicate the placement of designated items. Special handling requirements will be indicated on the move label. Each lab will be given options on the level of labeling detail.

10. *Building Preparation*

- a. Building will be prepared by movers to assure hallways, floors, corners, glass, etc. are protected.
- b. Masonite will be used to protect the floors.
- c. Cardboard will be used to protect the walls and glass in areas of high traffic.
- d. Corner guards will be used to protect corners in hallways.

Rooms and spaces in each lab will be well identified by signage. Areas within the labs will identify wall and bench spaces, i.e., A, B, C, D. and with subcategories, i.e., A-1, A-2, A-3 etc.

11. *Surplus Items*

Items to be surplus will be identified and Storage and Surplus forms prepared for disposition. The movers will handle items allocated for disposal after the major laboratory moves to the new building have been completed. Note: If uncertain of an item's disposition, it is suggested that the Occupant contact Storage and Surplus directly to request it be placed in storage until final disposition of the item is determined. The Occupant will incur all storage fees.

12. *New Equipment Items*

The procedure and schedule to receive and install new equipment items is developed on a separate schedule and received prior to Occupant move-in. Most of the new equipment will be delivered to Oyster Point. This will facilitate damage inspection/claims processing and enhance moving coordination. If needed, the Relocation Coordinator will assist Material Management in processing claims.

13. *Move-In*

On scheduled moving days, a Move Coordinator will provide on-site supervision to assist the departments and supervise the move process. Note: During the move-in process, two is preferable but at least one representative from the lab is required to be on site to help direct traffic and answer questions.

E. Relocation Services

The Relocation Manager will supply adequate boxes, packing materials, labor, trucks and equipment to effectively and safely relocate the labs to Mission Bay. In the unlikely event of damage, the standard legal liability of the moving company is .60 cents per pound. To purchase increased valuation from the moving company, call Tom Hochmuth at 476-6945.

The University provides additional coverage for transporting equipment/furniture from one location to another. This coverage is provided through the University Property Self Insurance Program, Business Bulletin 28. Coverage for direct loss under this program is extended to property owned or in the care, custody, and control of the University. There is a \$1,000.00 deductible per occurrence. Coverage for property valued over \$100,000.00 must have prior approval from Campus Risk Management at least 15 days prior to the transition date.

The moving company's liability is primary and the University coverage is secondary. If there is a claim filed for damaged equipment as a result of transporting the equipment, the moving company's \$0.60 per pound would be exhausted first. The University insurance would pay the remaining cost without a deductible. If coverage is not provided by the moving company, the University will cover the cost minus the \$1,000.00 deductible. For additional information, contact Angel Watts at BARMS - 476-3661.

1. The project has a budgeted amount to fund the servicing (moving preparation) of equipment up to \$5,000 per lab. Examples of equipment that need servicing are centrifuges, scintillation counters, decontamination and certification of hoods etc. Individual labs or departments will pay for any equipment requiring special handling over the \$5,000 per lab. The Relocation Manager will work to assist each lab with coordinating the relocation of items over the \$5,000 level.
2. The project has a very limited budget to fund the purchase of new equipment to replace equipment shared with colleagues at Parnassus. Each neighborhood is allotted \$51,000 for the purchase of new equipment. Equipment purchases must be submitted with vendor quotations, specifications and cut sheets to the Relocation Manager by May 1, 2002, before items are ordered. The total remaining to be distributed according to need is \$725,000. Each neighborhood may submit a proposal by June 2001 to the building committee (Regis Kelly) for additional equipment money held in reserve. The Relocation Coordinator will work with Purchasing to identify aggregated purchase opportunities and negotiate volume discounts with staggered deliveries. Note: See New Lab Programs on the Purchasing Departments "Lab Supplies" web page (<http://www.matmgt.ucsf.edu/purLabSupp.html>) for possible savings on new equipment/supplies.

3. The Mission Bay Building 24 committee will address new furniture purchases at a later date.

F. UCSF Mission Bay ITS/ENS Network Services Overview

The approved network at Mission Bay consists of standards defined by the IT Strategic Planning Committee and the IT Governance Committee.

Computer Network

The Mission Bay computer network will support Windows, Macintosh, and Unix environments using the Internet Protocol (IP). Effective December 31, 2001, Apple Talk and Novell will not be supported on the UCSF Network. Customers may move existing desktop computers, printers, and servers that have a minimum 10Mbps Ethernet interface.

Telephone Network

The Mission Bay telephone network will support the migration of all current phone **features**, including existing phone numbers. However, customers may **not** move their existing campus telephones (as they may be incompatible with the new phone system). Customers will need to obtain new telephones from ITS/ENS. Telephones range in price from \$200-400.

Technical Support

ENS will provide on-site support to resolve network service issues. However desktop, server, and printer technical support is a departmental responsibility.

Cabling

Building 24AB is pre-wired to new CAT6 standards, meaning the wire supports high-speed connectivity. However, the Parnassus network uses older CAT5 standards, so customers may **not** move existing patch cords to Mission Bay. Customers will be provided four CAT6 patch cords per faceplate: three cables for data and one for voice.

Faceplates

Each faceplate in Building 24AB will be wired (and active for access to UCSF and the Internet). Generally, there will be four outlets per faceplate:

- One 1000Mbps Ethernet outlet—for connecting one desktop computer
- Two 10/100Mbps Ethernet outlets—for connecting printers
- One Standard Phone Jack—for connecting the telephone

The network will be configured to auto-sense workstation speed (1000, 100, or 10 Mbps). Customers with slower (10Mbps) computers have the option of purchasing new ones or

upgrading their network adapters. Servers should be connected in special computer rooms (server farms) for optimal performance.

Network Addresses

IP addresses will be dynamically assigned using DHCP. ENS will provide permanently leased IP numbers for printers and static IP numbers for servers. There is a new network range for Mission Bay: 169.230.0.0. Customers will need to remove static 128.218 and 64.54 addresses from their desktop computers and configure these systems for DHCP.

Telephone Numbers

ENS will provide telephones using the current UCSF prefixes: 476-, 502-, and 514-. The system will also support integrated voicemail.

Special Phone Lines

Because the cable plant is pre-installed, customers who require special-purpose phone lines or circuits should contact ENS for coordination.

Help Desk

A help desk will be established for the first week of business to ensure a smooth transition. The location and phone number will be published prior to the planned move.

Training

Training will be provided to the CSC's to update them on the new technologies deployed at Mission Bay. Voice training will be set up for all departments. There will be group training as well as specialized training for the designated primary contact for Telecommunications in their respective groups.

G. Excluded Services

The Occupant must submit an account and fund number or a Facilities Management work request before any work and/or services will be preformed.

1. Additional furniture, equipment and/or services are not included in the Relocations Services plan. It is the responsibility of each unit to fund and issue purchase orders for these items. The Relocation Team will assist in scheduling, delivery and installation. Note: See the "Furniture" page on Material Management's web page for product information and procedures.
2. Items normally covered under Occupant's operating expenses. The Relocation Coordinator will work with the Occupant in scheduling, but it is the Occupant's responsibility to arrange with Material Management to discontinue delivery of gasses at Parnassus and start service

at Mission Bay. It is also the responsibility of the Occupant to contact EH&S for the disposal of unused chemicals. EH&S will charge for chemicals left behind. To avoid these charges contact your DSA **now** for a chemical review and scheduled pickups.

3. Each department is responsible for unplugging and setting up their own computers. If staff is unavailable, Desk Top/Data Support may be purchased through Capital Projects & Facilities Management. Contact Kurt Glowienke at 476-9807.
4. It is expected that every vacated lab or office be left “broom” clean, i.e., chemicals and trash are disposed of and that unwanted furniture and equipment are removed. The Relocation Manager will make every effort to work with the lab/office to ensure that the vacated spaces are left in a reasonable condition but ultimately it is the lab/office’s responsibility.