



## **Bond Package Preparation**

- Create a move services Budget for all equipment, moving labor, IT support, and transportation. This should be included in your bond package submission. This budget works best if not included in the construction budget.  
Use a trusted moving services vendor for this information
- Also, include the disposition of origin facilities. These origin facility details should include possible demolition, remodel or remaining building inventory. These dispositions of origin site details should be included in order to complete the moving services budget.

## **12 Weeks Before Move**

- Confirm the construction schedule weekly with the General Contractor, (GC).
- Finalize the floor plan for classroom assignments, etc. Have the building details and floor plans for both origin and destination available for the meeting with the movers that are bidding.
- Issue an RFP to movers and conduct a walk-through of your schools for the bids.
- If the district belongs to a COOP that has a Moving Services contract, this is always an efficient and cost-effective option for selecting vendors and saving the district \$\$\$.
- Schedule delivery of Moving Crates, Containers, Boxes, and Moving Supplies for arrival two weeks before the move.
- Purge bins and shredding are an essential part of the move process. This purge task, though not part of the relocation itself, is an important cost saving measure. Typically, bins are delivered 1-2 months before the move itself.

## **8 Weeks Before Move**

- Meet with all departments to go over the move process and identify the specific needs (if any) of each department.
- Award moving service contract
- Provide a complete set of numbered origin and destination drawings. These drawings will be used by the Project Manager, (PM).
- Begin creation and updating of a formal "From/To List" for all faculty & staff. This list is to be provided to the PM for management of the entire relocation. (i.e. Mrs. Jones From 121 To 339).
- Order updated stationary, business cards, signs, etc. with the new address and phone number.
- Contact your insurance agent to discuss coverage during your move. Determine if insurance will be covered by you or by your mover and avoid unnecessary duplication.
- Meet with your IT Department to discuss special needs for moving the IT equipment, including special requirements and packing for protecting the computers, monitors and peripherals. Review the policy for backing up all files and data prior to the move.
- Determine clearly when each school will move, dates, times, and in what order.
- Check doorways, corridors, elevators, stairwells and loading docks at all buildings for ease of egress and entry. Also, confirm the weight the elevators can lift.
- Schedule the review of existing furniture and equipment. Allow enough time for the new furniture to arrive and be installed. The existing furniture should be moved after the delivery and installation of the new furniture.
- File change of address forms with post office for every person who receives mail in the office. The post office will forward your mail for one (1) year.

- Notify parents, students, faculty, staff, insurance, TEA, services vendors, software vendors, subscriptions, etc. of the new address and phone number. Allow 6-8 weeks for companies and vendors to update their records. Make a master list for follow-up.
- Notify vendors of your new address and when their products will be accepted and received at the new location.
- Arrange for all building general signage to be in place prior to the move date. This should include the master directory for each new or remodeled building.
- Schedule public relations effort, including plans for news releases, articles, “school-warming” parties, etc.
- **Reminder:** Check with the GC, “Are we still on Schedule”?

## 6 Weeks Before the Move

- Confirm that the Certificate of Occupancy will be issued timely.
- Determine if any licenses or permits are required at the old or new facilities.
- Verify if there is going to be a sequence to the main move, or if the move will be broken down into phases.
- Arrange to sell or discard any furniture and equipment not moving to the new facility. Auction, donation, decommission & liquidation details need to be part of every move plan.
- Develop contingency plans for computer malfunctions during and after the move.
- **Reminder:** check with the GC, “Are we still on Schedule”?

## 5 Weeks Before the Move

- **Reminder:** Check with the GC, “Are we still on Schedule”?

## 4 Weeks Before the Move

- Meet with your PM and selected mover to finalize the move schedule.
- The PM will prepare the Move Communication Packets for your employees, providing the move schedule and “How To” literature for Purging and/or Shredding and Packing. The PM will deliver the packets at the EMOM.
- Schedule your “Employee Move Orientation Meeting,” (EMOM). Your PM will prepare the agenda for the EMOM.
- Form your team of School Move Coordinators, (SMC) and introduce them to the PM who will be the “go to” person during the move. The role of the SMC is to convey all packing and labeling details to personnel not attending the EMOM.
- Contact the district casualty insurance provider for coverage of high value assets during the move. Take inventory of and photograph all “high-value” assets in each of the facilities and note any preexisting damage. Declare all high-value items to your mover in writing. Additional coverage may also be available from your mover.
- Confirm exclusive use of loading docks and elevators at all origin and destination buildings during all phases of the move.
- Verify, if using your mover, will void any warranties or service contracts on your existing, new equipment and furniture, (i.e. copiers).
- Security procedures for the move; Determine how to confirm that everything that was removed from all locations arrived at the new location, (Radio Frequency Identification tracking software, (RFID) is

available upon request). For team security, consider supplying identity badges to vendors, movers and your employees. Also, contract for site security throughout the move process.

- Explain the move to key school board and district staff.
- Get Certificates of Insurance from the mover's insurance company.
- Confirm the delivery damage claims procedures.
- PM will arrange for the touch-up and repair of any items damaged in the move. A damage claim should be provided to the PM as soon as damage is found.
- Install locks at the new facilities and make duplicate/master keys. Distribute the keys to the appropriate employees.
- Arrange for the distribution of parking passes/security cards, for the new facility. Maintain proper records for proper control and audit procedures.
- Transfer your insurance to the new location. Get Certificates of Insurance from your insurance company.
- Establish new housekeeping rules to prevent unwanted decorating of classrooms and common areas. This should be communicated to all faculty and staff.
- Schedule delivery of purge/shredding bins. **Purge Purge Purge!!!** Why pay to move it if you really don't need it.
- **Reminder:** Check with the GC, "Are we still on schedule"?

### 3 Weeks Before the Move

- PM will conduct your (EMOM).
- Continue the Purge/Shredding Process.
- Distribute the list of contact names and telephone numbers of the key district and move personnel who can always be reached during the move.
- Meet with your IT Department to discuss any updates on special needs for moving IT equipment. The PM can also meet with your IT Department to explain the System for moving computers.
- Arrange for the elevator vendor to check all elevators and that they are in proper working order prior to the move start. Have the elevator vendor on call during the move.
- Arrange with the facilities manager to have the air-conditioning/heat in operation during the move at all locations.
- **Reminder:** Check with the GC, "Are we still on Schedule"?

### 2 Weeks Before the Move

- Continue purging/shredding process and communicate with your staff to encourage a successful purge process.
- Make a list of employees who will not be present for the move and assign an individual to pack and label their work area.
- Assign individuals to pack and label common areas such as the library, supply room, breakroom, kitchen, lounge, etc. To save on costs, you can have employees pack these areas.
- Compile an emergency contact list of your vendors such as PM, elevator maintenance, facility management, utilities, telecom, equipment vendors, and the moving company. Distribute this list to the PM & all appropriate contacts.
- Ensure that all school employees know what to do, when and where to report to their new workstations and when the new school can be occupied in order to unpack.
- Designate a "Lost & Found" room at each destination school.

- Arrange for cleaning after the move has been completed; all crates, bins, etc., should be removed as soon as unpacking is complete.
- **Reminder:** Check with the GC, “Are we still on Schedule”?

## 1 Week Before the Move

- The purge process should be complete.
- Equipment distribution and packing now begins.
- Provide large room # signage to your PM to post at the destination site. If needed, the PM can provide them.
- Confirm that the elevator is operating properly at origin and destination schools.
- Contact GC to reconfirm dates and times.
- Conduct a Final Prep Meeting with district key personnel, PM and Mover. Review the move schedule and address any last-minute needs.
- Confirm the schedule of individuals who will attend the move and their roles. One person at origin and one person at destination is adequate. These people are in direct contact with the PM.
- Distribute two-way radios and/or cell phones as appropriate for use during the move. Be sure the entire team has team cell #'s
- Distribute updated copies of floor plans and From/To list to your PM.
- Complete a thorough walk-through of your new school and take inventory/pictures of existing damage to walls, doorjamb and flooring.
- Label all furniture and move assets to be moved to the destination locations.
- All keys to desks, file cabinets, etc. should be wire tagged and labeled and placed in a safe place. Tape keys to empty desks and file cabinets. Make **sure** you have duplicate/master keys.
- Collect parking passes, security cards and keys for the old facility. Use a checklist.
- Review move with your PM to assess “changes of scope” if any. If there are no changes, the final costs should reflect the estimate.
- The PM will ensure that all movers on site at either location will be easily identified by uniform or badge.

## Moving Day

- Confirm that building protection has been installed, (door jamb, wall & floor protection).
- The PM will identify mover’s supervisors for “chain of command” communications.
- Designate specific areas for movers to take breaks & lunch.
- Have building maintenance personnel disconnect icemakers, coffee machines, dishwashers etc.
- Disconnect computers, fax machine(s) and printers for transport.
- Inform the movers of any delays (loss of elevator, inability to access dock etc.) is reported immediately to the PM.
- Conduct a thorough walkthrough of the destination site to ensure that all labeled assets are in their proper locations, rearrange as necessary.
- Conduct a thorough and final walk-through of the origin site with your PM to ensure that all labeled assets have been moved.
- Note any damage to buildings or assets as a “partial list of damage” on the move work order.
- Have the building maintenance personnel reconnect icemakers, coffee machines, dishwashers etc.

## Post Move

- Take inventory of any spaces damaged during the move.
- Assign a collection site for empty moving containers, crates, carts, purge bins & boxes.
- Encourage your employees to unpack quickly and bring their empty moving equipment to the assigned location.
- Complete a walkthrough of all space to identify crates which still need to be unpacked or brought to the collection site.
- A complete origin and destination site walkthrough will be executed to be certain that every labeled item has been moved and to its designated location. (Per From/To List).
- Confirm relocation of each facility is complete and signed off.
- Pickup all remaining crates, carts, bins, or other moving equipment after the move is over and faculty and staff have unpacked.
- Relocation Completed