

Move Guidelines

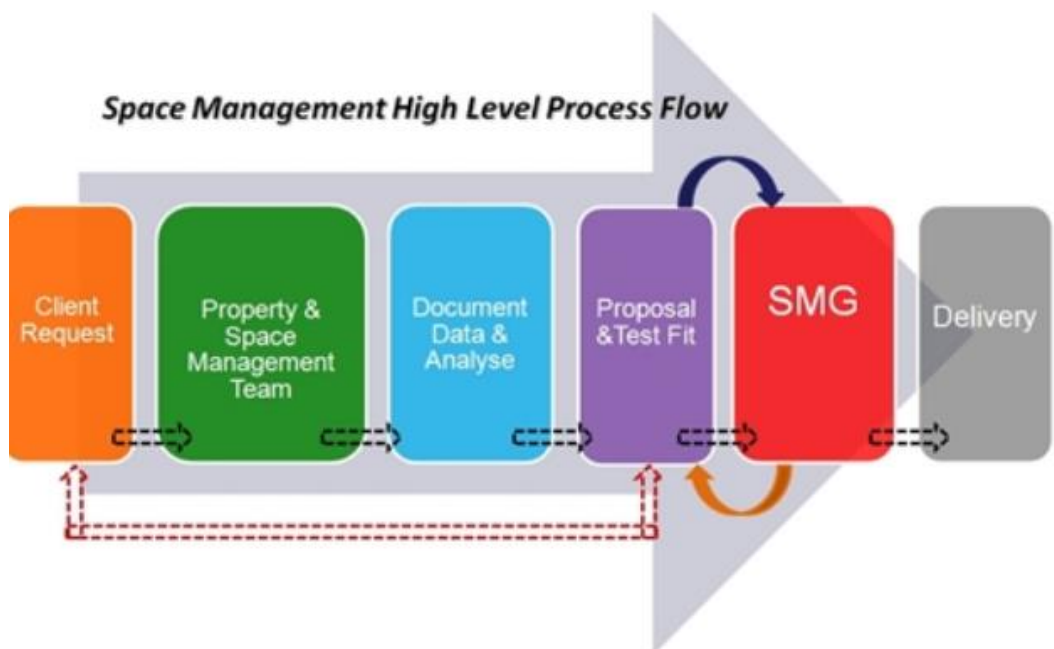
These guidelines apply to moves that require the involvement of Property and Space Management Team.

Criteria for move requests to be made to Estates.Space.Requests@lse.ac.uk are as follows:

- Additional/new staff member(s)
- Additional space requirement (due to approved growth)
- Change of space user – moving premises
- Space Planning required due to new layout request

For simple work station moves (PCs) that do not require any of above please make requests to DTS service desk It.Servicedesk@lse.ac.uk.

Move is the final phase of the space request process flow:



The Move Process

The Moves and Logistics Manager will receive details of the client request and agreed proposal through space planning, if they have not already been involved in the proposal.

The Moves and Logistics Manager will contact the client and discuss practical details of implementation – date, volume, DTS requirements, furniture, access requirements, crates, labelling, de-cluttering and waste removal. The Moves and Logistics Manager will assess whether the move requires an external removal company (cost might be involved) or will be carried out by LSE porters.

The Moves and Logistics Manager will request that a move spreadsheet is filled out as per proposed plan.

The move is booked with DTS (minimum 2 weeks notice required), porters and contractors. Security is informed if a change of access is required. Post Room is informed if there is a change to departmental delivery address.

The below guidelines are for your information and action to ensure a smooth move. Please read and follow them carefully.

1. Crates

- Crates will usually be distributed 7 days before the move along with labels.

Please request security ties if necessary. If you require crates earlier please advise.

- **Fill to the level so that the lids can close and stack up to three tiers high.**
- Label crates in accordance with the proposed plan as per section 3. Labelling .
- Affix labels on the **SIDES** of the crates not on top as when the crates are stacked the label cannot be seen.
- Ensure that all old labels are removed from the crates or covered with new.

2. De-cluttering/Waste

- Relocating brings an opportunity to review your current filing. Sending outdated filing to archive and recycling will give you more space. Space at the school is at a premium and good filing and storage management is essential. For more information on waste and recycling visit:

<https://info.lse.ac.uk/current-students/estates-Division/Facilities-Guide/Waste-and-recycling> .

For guidance on archiving and how long you are required to keep documents please visit:

<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/desPro.pdf>

- It is your responsibility to ensure that no items are left in your old location. Every item you wish to take to your new office must be labelled. See section 3. Labelling.

3. Labelling

The Moves and Logistics Manager will provide enough labels for all crates and items. Labels should be marked with the room number and the desk or cabinet position as shown on the floor plans and indicated on move spreadsheet. Example:

Position 10	Room Number PAN 5.01
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- Only labelled items will be moved according to the information on the label.
- Please ensure all old labels are removed or covered up on the crates

Items that need to be labelled (**Please note this is subject to each move**):

- Crates – **filled only to the stackable level.**
- Cabinets – need to be emptied, **if not lockable the drawers are to be secured shut with tape.**
- Emptied bookcases.
- Emptied Pedestals (portable drawers under your desk) **If not lockable the drawers are to be secured shut with tape.**
- Chairs.
- Each piece of IT equipment/ Phone equipment.
- Televisions.
- Large desk lamps or any other item that do not fit into a crate.

4. IT/Telephony

- The DTS engineers will unlock and unplug all computers, printers and phones either at the end of the day on the day before move or early in the morning on the day of move.
- DO NOT pack any IT into your personal crates.

5. Personal Items

- **VALUABLES SHOULD BE TAKEN HOME!**
- Laptops and other electrical equipment should be locked away or stored somewhere safe, this may be that you have to take it home.

6. Cabinets

- All filing cabinets/cupboards must be labelled with either your desk number or relevant cabinet number according to the plan.
- All contents must be emptied into crates unless otherwise advised.

On the day of Move

A move will usually happen from 8am unless otherwise advised or agreed. The Department/Centre Manager move coordinator is advised to consider alternative work location for staff for a part or whole day depending on the scale of your move.

Post Move

The Moves and Logistics Manager will follow up the move to ensure that any issues raised during the move are being resolved.

If you have any questions regarding these guidelines or your move in general please contact The LSE's Moves and Logistics Manager Francesca Ruscoe 020 7852 3789 or F.Ruscoe@lse.ac.uk.