



**HEALTH CARE
RELOCATIONS**

Move Information Guide
For
National Institute of Health

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1. General Information

This move guide has been specifically written for the staff of NIH. Please share this information with your colleagues as it contains important information that every individual in your department should be familiar with to ensure the success of your move.

For additional information, please visit our website at www.hcr-moves.com.
The direct link to our packing video is: <http://www.hcr-moves.com/pages/packing.html>

If you should have any questions or concerns, please feel free to e-mail Jason Card at jay@hcr-moves.com.

We want everyone to consider Health Care Relocations (HCR) as part of their relocation team. Below are some guidelines and recommendations to help ensure your transition to the new building is a success.

- Begin the sorting of items and discarding those that are redundant
- HCR will pack and unpack in HCR provided equipment with user assistance. HCR will assist staff in packing items that are too heavy. Staff will be responsible for packing their desk contents and personal items.
- **HCR will not relocate any compressed gas cylinders.
- Label all items to be relocated with the HCR-provided move labels.
- Ensure the correct room number, floor, and department are clearly shown.
- Most office furniture is new and will be installed prior to the move. If you have furniture that has been approved to move each piece must have a completed move label on it.
- Be ready to relocate all non-essential and essential items at their scheduled times.
- Ensure knowledgeable staff are available at both the old and new locations to answer questions on move day
- Designate a main contact to work with HCR at both the old and new sites.

2. Packing Instructions & Materials

Packing Instructions

Health Care Relocations has been inside every room that is relocating to your new facility and has determined the amount of equipment required for this relocation. HCR Gondolas and Red Totes will arrive prior to your move. Most items within your facility will move on the HCR Gondolas, please use them to their maximum capacity.

When packing personal item please ensure that previous labels have been removed prior to packing the Gondolas and Red Totes. HCR will pick up the empty equipment 24hours after it arrives at your new department. As soon as possible, please unpack your personal items and place the empty equipment in the hall so it can be picked up by HCR staff and re-distributed to the next department.

Gondolas

These mobile plastic units and are perfect for moving almost everything! Most items relocating to your new area will travel on this type of equipment. Gondolas should be packed full, remembering that their contents should all be destined for the same office, exam room or workstation.

Once the Gondolas are packed, the plastic front should be closed and snapped shut. HCR recognizes the need for confidentiality within your facility. Once your relocation begins all materials being moved will be within our sight and reach at all times.



HCR Gondola®

- Completely mobile for loading and unloading.
- Contents are visible when packed.
- Exceptional for files, books, binders, bench-top lab equipment, glassware, supplies etc.
- Health and safety issues.
- Size 4' x 4' x 2'.
- Clear plastic, domed and Velcro cover to ensure safe transport of items.

Red Totes

Red Totes are great for small items and loose desk contents.. If you require a little extra space in the Red Tote, flip the top cover over for additional packing room.

Please, do not over-pack the Red Totes. Totes must have a lid on them, in order to be stacked.



- Clean, lightweight and reusable.
- Strong plastic.
- Water tight.
- Can be sealed for security.
- Stackable and easy to label.
- Size 27" x 18" x 13".
- Usually two per office.

Note: Each Red Tote must have destination label applied to at least one end. Please do not place labels on the top, as they will be stacked for transport.



Please do not place files, binders, glassware or books in the Red Totes – they belong on the Gondolas



Speedpacks

Primarily used by HCR staff to pack the types of equipment that you simply need to have disconnected labeled and ready to move. Any items moving from your department that are too large to fit onto one of the Gondola shelves or into a Red Tote will be packed by HCR staff.

Note: one exception is that, Speedpacks are sometimes given out to laboratory staff to pack bulk storage items and supplies.



- 40" x 27" x 29" (W x D x H)
- Made of plastic and cleaned regularly for health and safety precautions
- Packed for safe handling by HCR
- Securely cushioned using blankets around items to ensure protection during transportation
- Used to transport larger fragile items, such as computers, and large/heavy bench top equipment.
- Good for bulk storage items, framed pictures, etc.

Bubble Wrap

HCR will provide bubble wrap for safe packing of all glassware and other fragile items. Bubble wrap is also used as a space filler for items being shipped in refrigerators and freezers.



3. Wet Labs

Glassware Packing Instructions



Glassware should be placed on the Gondola shelves for safe transfer. It's best to wrap every second piece placed on the shelves with bubble wrap, so they are not bumping up against one another. Also, pack the shelves tightly, to prevent pieces from tipping over and rolling around during transfer.

Solutions and Non-volatile Chemicals



Solutions and non-volatile chemicals will be packed in the red totes by HCR.

Bench-Top Equipment



Bench-top equipment can be loaded onto the Gondola shelves and therefore do not require labeling other than the label on the Gondola itself. However if you want HCR to pack the equipment each piece must have a completed move label on it.

Equipment that is too large to fit onto the Gondola shelf or is too heavy for you or your staff to lift, simply label it and HCR staff will ensure that it is safely packed for transfer.

It is a good idea to take a photo of each piece of equipment and place a photocopy in the exact position you would like the equipment placed at the new facility.

Large Equipment and Floor Model Equipment



Please ensure that all large pieces of equipment are labeled correctly and that HCR staff are aware of its exact location, if it currently resides somewhere other than your lab.

It is a good idea to have a photocopied picture of each of these pieces of equipment taped to the wall at the new facility in the exact location where you would like them to be placed.

Refrigerators/Freezers

- All contents must be in leak proof containers and secure (e.g. No open containers are allowed in the refrigerator/freezers. Lids must be closed tightly)
- Remaining items can be pushed to the back of the shelf. HCR will provide bubble wrap to fill the remaining space.
- Like other equipment freezers must be surface decontaminated and labeled accordingly.
- HCR will unplug fridges and freezers just prior to moving them and immediately plug them back in once they have been relocated.
- Refrigerators will be emptied onto gondolas or into red totes prior to being relocated.
- Please ensure the contents of the refrigerators are prepared appropriately for unpacking and transport

Centrifuges

- It is the lab's responsibility to prepare, decontaminate and properly label centrifuges for relocation.
- Centrifuges should never be moved with a rotor inside. Please remove the rotor and safely pack it.
- Small bench top centrifuges can be packed on gondolas.
- Large bench top and/or floor standing centrifuges must be decontaminated and labeled and will be relocated by HCR.

Bio-Safety Cabinets

- It is the lab's responsibility to remove all items from biosafety cabinets and clean the working surface.
- A vendor will come in prior to the move to properly decontaminate biosafety cabinets and also recertify them once they have been relocated to the new facility.

Electrophysiology Rigs & Towers

- It is the lab's responsibility to disassemble and safely pack all electrophysiology rigs and towers for transport.
- All items need to be removed from the faraday cage area and the faraday cage must be disassembled in order to move.
- The air table top is to be removed and all items must be removed from the table top.
- Tall towers need to have all components removed.
- Short towers can stay together, all wires and cables need to be disconnected and safely tucked inside the tower, once complete HCR will stretch wrap the tower for safe transfer.

Microscopes



- Microscopes will be moved by specialty vendor

Chemicals



HCR will pack chemicals, with direction from NIH lab staff. We will follow the direction of lab staff and follow NIH Protocol as directed by NIH.

Hot Labs



Wipe tests are to be conducted prior to HCR moving any equipment from Hot Labs that are scheduled to transfer.

Biohazards



Please ensure that all equipment has been properly cleaned and free of all biohazards prior to transferring. Also ensure that there are rubber gloves (large size) on hand and keep HCR staff informed about when they should be donning gloves

4. Labeling Instructions

HCR Labels

You will be required to properly label and identify items to be moved with HCR-provided labels. It is critical to the success of the relocation and imperative that the labeling be legible and concise.

The labels will arrive approximately one month prior to your relocation. Please do not use the labels to identify items that are not moving.

IT will be packing computers

Computers will require labels on the CPU, monitor, printer and scanner, as well as on one of the items placed inside the HCR-supplied zip lock bag for cables, keyboard, mouse and other miscellaneous peripherals.

If you require additional writing space, please use a second label. The more specific you are with labeling, the better.

Note: If an item does not have a completed HCR label on it, the item will not be moved.

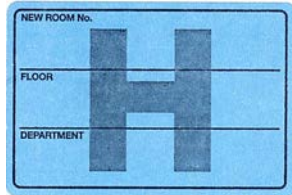
Label Instruction

Using the labels provided, write your new Room, Workstation (if applicable), Floor and Department with a black felt-tipped marker using large, clear print.

For the safety of all involved in the move, HCR will not move items in labs that have not been appropriately cleaned. Please initial the label on equipment to indicate the equipment is clean and ready to move.

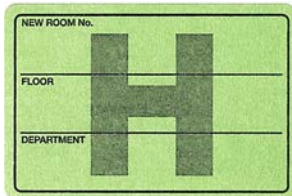
Labels

Each section will have colored labels for their specific areas. Please see below.



2nd Floor OOTC-Oberholtzer Lab

3rd Floor Molecular Diagnostics-Raffled Lab

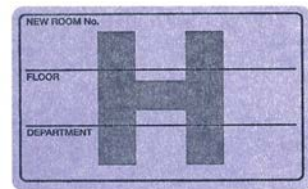


2nd Floor Immunohistochemistry-Miettinen Lab

3rd Floor Cytogenetics-Arthur Lab

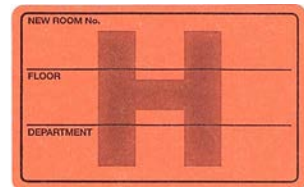


2nd Floor Cytopathology-Fillie Lab



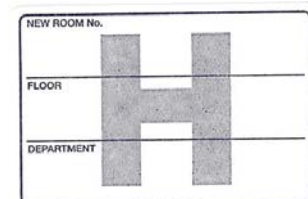
2nd Floor Histology-Chinquee Lab

3rd Floor Autopsy-Chinquee Lab



2nd Floor Hematopathology-Jaffe Lab

3rd Floor Flow Cytometry-Stetler Lab



4th Floor HINH

Placement of Labels

Labels provided to you come in roll format and can be peeled off the wax paper backing and applied to the materials you wish to relocate. It is important to note that older facilities are often quite dry and this can affect the adhesive tension of the glue on the label. If you are labeling early, it is important to apply scotch tape across the labels to prevent them from falling off. Working with our supplier, HCR has gone to great lengths to develop labels that adhere to surfaces but will also remove easily.

Some surfaces do not allow good adhesion of labels (i.e. fabric). If you feel that any of the labels you apply may come off, please tape them on.

Please see the table on the below indicating where labels should be applied.

Equipment Type	Label Location
Misc. Lab Equipment	Front, Top RH corner
Plastic Red Totes	Sides of Boxes as indicated(Not on Lid)
Mobile Gondolas	End of Gondola as indicated
Desks (If moving)	Front, Top RH Corner
Chairs (If moving)	Plastic or Other Surface, Avoid Fabric
Filing Cabinets (If moving)	Front, Top, RH Corner
Fridges / Freezers (If Moving)	Front, Top RH Corner
Computers (CPU Disk Drive)	Surface Top, RH Bottom Corner
CPU Monitor	On the base. *Not on Screen*
Printers / Scanners	Front
HCR Computer Bag	On one of the items inside (ie: keyboard)

5. Delivery of Moving Equipment

The HCR Move team will deliver Gondolas and Red Totes prior to your move date. An office usually requires 1-2 Gondolas with 1 Red Tote. Clinical and Exam room areas typically use very few Red Totes.

All packing must be completed in advance of your move. Since most of the contents will be on the HCR Gondolas, items required can easily be accessed at any time prior to your relocation.

Items that are labeled for moving but are too heavy or large to be placed in the supplied moving equipment (Gondolas / Red Totes) will be moved by HCR using other equipment.

6. Private Offices, Workstations, Common Areas

Filing Cabinets

A filing cabinet should only be identified for relocation after verifying that it will fit. If you are moving items to a new filing cabinet, you must empty your existing cabinet and pack the materials on a Gondola.

If you are moving an existing filing cabinet:

Lateral filing cabinets do not need to be completely emptied. If you have a five drawer unit, it is only necessary to empty the top three drawers. Pack the contents on the supplied HCR Gondolas, placing the files in a vertical manner.

Vertical file cabinets will not have to be emptied as they can be relocated full.

Personal Belongings

Staff should take all personal items (personal artwork, photographs, diplomas, plants, etc.) that are fragile or valuable should be taken home with them before your move. Neither HCR nor NIH will be held liable for any damages or loss that may occur to personal property.

Plants

Plants will not be moved by HCR and should be taken home before a department's move day.

Water Coolers

We ask, if possible, that you suspend delivery of water orders approaching your move date and notify your bottled water provider of your new address within the facility. HCR will take care of moving your cooler.

7. Computer Equipment & Telephones

Computer Labeling

Each piece of the PC will need to be labeled by the department prior to the relocation. This includes the CPU, monitor, printer and scanner, as well as the HCR-supplied zip-lock computer bag used for cables and peripherals (see below).

Large Zip Lock Computer Bags



HCR will provide large plastic re-sealable bags for every computer. This bag is for the keyboard, patch cables, power cords, mouse, and speakers. This will ensure that all parts of the computer reach their destination. It is also preferred that **one bag be used per computer**. The name of the computer should be added to the label in the bag (some keyboards, mice and peripherals are specific to an individual PC), this is especially important for rooms with more than one computer.

- Please affix a completed moving label to one of the items in the bag (keyboard) and it will move with your other computer components.
- Ensures appropriate pieces of the computer stay together for transfer to the new location.

Computer Disconnect / Reconnect

All computers are to be logged off, shut down and disconnected prior your scheduled move. HCR staff cannot perform this task for you, or wait for you to do this during the move. Individuals will experience some brief downtime during this transitional period and should expect to be fully operational within 24 hours of the initial disconnect based on the department's move date and time.

Physical Relocation of I.T. Devices

Desktop Computers: The computer, the monitor and the large zip-lock computer bag will be packed up and relocated by HCR when your department is scheduled to move.

Note: Please do not pack computers into Gondolas or Red Totes.

Laptops: NIH staff will move their personal laptops. Laptops connected to equipment will be moved by HCR.

Telephones

No phones are moving to the new location.

Printers and Copiers

Printers can move and will be treated the same as other IT devices. They need to be labeled and disconnected. All cables should be placed into an HCR computer Bag.

8.0 Post Move

Equipment Pick Up

24 hours after your move, HCR will return to pick up the Red Totes and Gondolas. It is important that the equipment be emptied and ready for return as the equipment is circulated to other departments for re-use within the project.

Reporting Damages

Health Care Relocations and their employees take great pride in their work ethic as well as the care and concern for your facility. We will always work in a conscientious manner showing due diligence to avoid any possible mishap. In the unfortunate event that something does occur, please report any damage to the facility, furniture and/or equipment to the HCR Project Manager. This should be done immediately by contacting Jason Card jay@hcr-moves.com.

Lost & Found

During the move a lost and found station will be established for items that have been mislabeled or are missing labels. We will respond to your concerns in a timely manner. Should you find that an item is missing please contact Jason Card at jay@hcr-moves.com.

9. Contacting HCR during the Relocation

Health Care Relocations will have all Project Managers on-site for this relocation. Jason Card will manage the overall project and can be reached at jay@hcr-moves.com

****** It is imperative that you do not move more than what will fit into your space. It cannot be moved back. ******