What should I know about moving from one building to another?

- Special routes and access can be discussed with Plant Services and the Departmental Administration of areas which may be affected by the move traffic.
- In order to coordinate route access through MCN, VUH, and TVC, especially through patient care areas, the Move Captain may contact VUMC Plant Services.
- It is important to contact the Administrators of patient care areas where movers will need access.
- In a leased space, make sure to contact the Office of Space Management and the property manager first.

How do I get my space cleaned?

- Call Environmental Services or Facilities and Operations to request a trash cart or cleaning of an area that you are moving into or out of. There is normally no charge for cleaning Hospital, Clinic, and SOM areas. Special requests to clean after construction may result in additional cost. All items must be removed on the day of the move or tagged for surplus. Floors must be cleared of all papers or other unwanted, unused, or discarded items and ready for the next user.

Facilities & Operations - For PRB, RRB, LH, MRB III, MRBIV, MCN  
Environmental Services - For MAB, Oxford House, and all Clinic & Hospital Areas

Who do I contact about data port activation?

- It is the department’s responsibility to have the data ports activated. The IT professional assigned to the department needs to submit a request to VUIT to have the data ports activated. This request should be made at least 1 month prior to the move or as soon as possible. NOTE: Please provide a floor plan indicating location of data ports.
- Federal Law requires all computers be disposed of as hazardous waste due to heavy metals. This includes monitors, hard drives, scanners, and keyboards. Contact your IT professional to wipe the memory of your hard drive(s). A Plant Services Work Order is required for computers parts be picked up as surplus.

What do I do about furniture and equipment to be moved?

- Assess the area into which you are moving.
- Where will you place your large equipment and furnishings?
- Are electrical, phone, and data outlets where you need them?
- If you have a secured document destruction service (e.g. Cintas) contact them to move the container.
- Printers
  - Removal of toner cartridges is required to avoid spillage of toner within unit.
  - Advise movers to be aware of orientation of certain office equipment while moving.
  - Leased copiers should be moved by the vendor.
- Modular Furniture
  - Generally, the vendor who provided the furniture may need to install the furniture. If you are unsure of which vendor to contact, Procurement Services can provide assistance. Cost estimates should be obtained at the time that the scope and schedule for installation are discussed.
  - It is important to plan where modular furniture will go so that electrical and data ports will not be blocked.
- Equipment
  - VUMC Capital Equipment is tagged and must be tracked when it is relocated.
  - The department that moves will be responsible for reporting Fixed Asset activity.
How do I change my mail service?

- Your department administrator will be responsible for notifying the post office of your address change.

What type of moving assistance is available?

- Requests for in house moves can be sent to VUMC Storage & Services through the work order system.
- Vanderbilt Procurement Services has agreements with two professional moving companies. Procurement Services’ Gold Guide can provide contact information.
- Indicate if any items require disassembly prior to moving when you make your initial inquiry.
- If packing assistance is needed an outside mover will be necessary.
- A department contact and a representative from the moving firm or VUMC Storage & Services should evaluate the scope of the move a least 1 or 2 weeks in advance.

How do I prepare furniture & equipment for moving?

- List and Diagram
  - It is helpful to have a layout for the current and new space, as well as a list of furniture and equipment to be moved.
  - Assign IDs to furniture and equipment and put up signs with matching IDs to identify where furniture and equipment will be placed.
  - A floor plan with the room numbers showing where the furniture is to be delivered should be available to movers.
  - Make sure you measure all equipment carefully, check data ports, outlets, and voltage needed.
  - If you use an outside moving company they can provide packing tape, boxes, and labels at least one week prior to the move.
- Label
  - Labels should be placed on the side of equipment, furniture, and boxes.
  - The floor plan should also include the layout of the furniture and equipment.
- Special Requirements
  - Please make movers aware of any special requirements.
  - Determine if equipment must be brought into a room in specific order.

How do I dispose of unwanted equipment not being moved to new location?

- Furniture or equipment to be disposed of may be picked up by VU Storage and Services through the work order system.
- Equipment with machine oil or coolant must be transmitted to Apparatus shop to be drained, prior to disposal.

How do I transfer or change phone service?

- Request for changes in Telephone or Fax service is submitted to VUIT through eProcurement.
- NOTE: A floor plan indicating location of phones lines in new spaces is required.
Essential Names & Phone Numbers

Phones:
Contact ITS and use eProcurement to move or add phones.

Plumbing & Electrical Connect or Disconnects
Contact Plant Services and use a Plant Services “Work Order” to request plumbing services (gas, air, vac, water for equipment, ice makers), to install or change electrical outlets, or to move wallboards or distilled water systems. You may request an estimate of charges, if time allows. Use the 24 hour number for urgent needs.

♦ Plant Services 343-4443
♦ Request for Repairs (24 hr) 322-2041

Computer Moves
Contact your IT staff/LAN Mgr. directly to schedule computer moves and verify data port activation.

Mail Service
Please notify the Post Office as early as possible, about 6 weeks before your move is preferable, with name and location change information. The post office requires this information be submitted online. For more detailed information, you may call 322-8761 or visit http://www.mc.vanderbilt.edu/copypost/hints.htm.

Moving Services
VUMC Moving & Storage can provide moving services. This can be requested through the Plant Services work order system.

More extensive moves may exceed the scope provided in-house moving. The Procurement Services’ Gold Guide will provide contact information for approved moving vendors.

Storage and Surplus Disposal
For storage or surplus disposal submit a work order for Moving and Storage Services. If your request requires disassembly prior to moving additional coordination may be required. VUMC Moving & Storage Services 936-4626

Federal Law requires all computers be disposed of as hazardous waste due to heavy metals, etc. This includes monitors, hard drives, scanners, keyboards. Contact your department IT/LAN Mgr. to prepare your computer for disposal.

Cleaning Services
Contact Environmental Services for trash carts or cleaning of the area you are vacating or occupying. There is no charge for School of Medicine departments. Environmental Services 322-6107 or for MAB, OH, Hospitals & Clinics 343-1000

Capital Equipment Relocation
VU Capital Equipment is tagged and must be tracked when it is relocated. Departments will be responsible for reporting “Fixed Asset Activity”. Transfer and disposal of this equipment must be reported. Equipment Inventory 322-4882

Parking
Campus Traffic and Parking 322-2554
Medical Center Parking and Transportation Services 936-1215
If your entire medical center department is relocating please designate one person to coordinate with the parking office.

Lab Related Health and Safety Issues
For any issues concerning BSCs, Freezers, Lab Equipment contact: Vanderbilt Environmental Health and Safety 322-2057.