

# The Excitement is “Building”

## News on the Move – Issue #1 June 28<sup>th</sup> 2011

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Office of Finance & Administration, John Jay College of Criminal Justice



The countdown is underway toward the completion of our new building. As a Move Coordinator, you will play a key role in assuring that our relocation is a smooth one, this is the first of a series of newsletters to provide you with the information necessary to do so.

### **Goal**

Our goal is to provide a seamless move without disruption to your daily work.

### **Support From the Mover**

The mover will provide a high level of service during the move to minimize the impact of the move on you and your department. As an example, the mover will pack and unpack all items that are located in common areas of your department, such as departmental records and supplies. However, the mover will not pack and unpack items located in individual offices or work stations.

### **Your Responsibilities**

Your primary move responsibilities are to pack your office or workstation and turn off your PC before the move and unpack your office or workstation after the move.

Staff with disabilities will receive help with packing their belongings. Move Coordinators will work with **Human Resources** and Facilities Management Department in order to coordinate the assistance of any staff member with physical disabilities.

### **Office Keys**

Please note that the keys to your new office will be issued on the moving date. Public safety representatives will be on site to issue new keys and collect the old ones. In the interest of facilitating an orderly transition, it is important that keys to your former office are returned to Public Safety. There will be a \$10.00 charge for new keys in the event the old keys are not returned.

### **Furniture**

The new building will be fully furnished. There will be no existing office furniture moving to the new building. Personal furniture like sofas or other personal furniture will not be moving into the new building.

### **Computers**

The Department of Information Technology is conducting an assessment of your current computer in order to determine which ones are in need of replacement or which ones to move to the new building. The Move Coordinator for your area will be provided a list of the staff members that will be receiving a new computer in the new building. Transfer of staff's computer files and disposal of the old computer will be coordinated with the Department of Information Technology and Property Management.

### **Move Coordinators**

Your department has selected Move Coordinators to facilitate the relocation. Your Move Coordinator will communicate the details of your move and assist the Move Team.

### **Move Schedule**

Our move schedule is contingent on the NYC Department of Building issuing a Certificate of Occupancy for the new building. The first moves into our new building are tentatively scheduled in August and September, 2011 as shown below.

### **Tentative Move Schedule**

<b>Move Date</b>	<b>Floors Occupied</b>
8/19/11	L3, L2, 1st
After 9/15	L & Daycare Center L3

## **Move Week Schedule**

During your move week, the contents of the departmental common areas will be moved on Wednesday or Thursday, and your individual PC and the contents of your office/workstation, which you have packed, will be moved on Friday.

## **Movers**

DASNY has hired Eagle Transfer as the moving company for the new building move.

## **Upcoming Move Events**

<b>Schedule</b>	<b>Event</b>
7/6/11	Kickoff Meeting for Move Coordinators
7/11/11	RLH (Move Consultant) is On-Site Full Time
7/12/11	Move Team Begins Distributing Tags
8/1/11	2nd Move Newsletter is Distributed
8/15/11	Phase 1- Move Week Starts
8/22/11	Move #1 Staff Arrive at New Building
	L3 and 1 <sup>st</sup> Floor Tagging Begins 3-4 Weeks Prior to the Move

## **Additional Information**

The chart below details the following for each department that will move to Floors L3 thru 1<sup>st</sup> floor:

1. The floor each department will be located
2. The date each department will move
3. The Move Coordinator assigned to each Department

## **Contact Information**

For any questions regarding the move please contact:

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OR

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