

Office Move Instructions

We are all acutely aware that these are very difficult times and that the office moves critical for the One Simmons project are an additional challenge. Our focus is on providing you with the information and support that you need to make the process as efficient and stress free as possible while ensuring that the community's health and safety remain a priority.

We have hired a move manager who has provided a strategy (outlined below) for a smooth and safe process. With that said, if any faculty or staff member does not feel comfortable or is unable to come to campus within the time frame stated, their belongings will be packed up either by a colleague or by the mover and moved intact to their new office space. The first phase of packing should be complete by the end of May.

Our plan is to have all faculty and staff sign up for specific dates and times and the maximum number of people at any given time would be no more than 6-8 per floor. The movers will not be present during the packing stage, as our priority is to maintain a high level of social distancing; keep the number of people in the buildings at a given time to a minimum. We have gotten guidance from experts on the COVID-19 pandemic and are confident that our protocols will keep our community safe.

If you have any questions prior to arriving on campus, please reach out to your department move coordinator. Questions while on campus can be directed to **Judith Bernier at (617) 778-8681**

Arriving to Campus

- You may bring a maximum of (1) additional guest with you to campus for help with packing - if you need additional help, please tell your department move coordinator.. Please include your guest when signing up to pack, allowing us to ensure we are maintaining a high level of social distancing.
- All buildings are locked - you will gain entry with your Simmons ID.
- Arrive on campus at your designated packing time.
- Report to Public Safety on the ground floor of the Palace Road Building.
 - Sign a short self-certification form concerning Covid-19
 - Collect your mask and gloves.
 - Proceed to your office via main hallways and either a main stairwell or elevator. All common spaces have been cleaned and disinfected.

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Parking on Campus

- If you are arriving by car, pull a white ticket and park in the Simmons garage (validation instructions are below).
- Please park in the SOM garage on the 1st level near the access tunnel to the Main College Building.
- Proceed directly to Public Safety.

Packing Your Office/Workspace

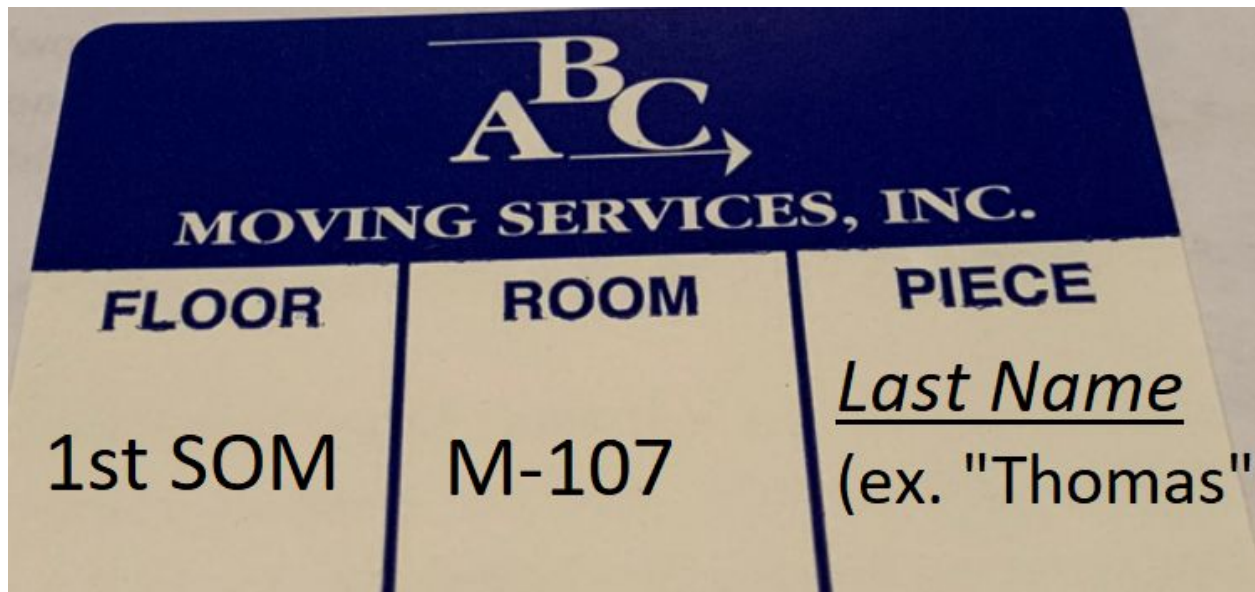
- Boxes, labels and packing materials will be delivered to your office suite.
- Pack your office/workspace.
 - Include contents of your desk, shelves, bookcases and storage closets.
 - File cabinets independent (free-standing) of your desk, empty/pack top drawers only. You can leave the bottom two file drawers full. 2 drawer file cabinets can stay full.
 - Leave empty drawers/file cabinets unlocked and keys in the lock or taped to the top.
 - Plan to take home any materials you will need to proceed working from home until we return to campus.
 - It is recommended that personal items of value or sentiment, including plants, be taken home before the move and brought back after the move is completed.
 - Frequently overlooked items include: whiteboards, desk pads, chair/floor mats, and personal wall art. Simmons-owned wall art will be removed and stored by a member of the Art & Music Department.
 - Please empty all fridges and bring home all food (including coffee makers, electric tea pots, etc.)
 - Purge/recycle materials that are not needed in your new location. Recycling bins are located in all main access areas.
 - Shred Bins are located across from the Copy & Mail office.
 - Donation book boxes located in Lefavour Lobby, Palace Road Lobby and outside the bookstore in the basement level of the Main College Building.
 - The following items will be moved by movers.
 - Desktop PC, Docking Station, Computer Monitor(s), Keyboard, Mouse, External Drive, Telephone and other peripherals, PLEASE LEAVE ALL CABLES CONNECTED
 - NOTE: If you have brought home equipment to work remotely, please note the devices on your **Packing Inventory Form**. This will allow us to properly maintain a complete inventory.

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Labeling Items

- Anything you want moved should be labeled including: desk chair, whiteboards, desk pads, etc.
- Use only the color labels supplied by the mover. They are made with a special adhesive for easy removal.
- On the label, write the floor, building and room number of your **new** office location. New office location information can be found on the attached spreadsheet. On the label where it says *Piece* replace with your *last name*. Unlabeled items/boxes will not be moved.
- Use a dark colored marker (vs. pen or pencil) for the labels. Sample label below:



- Place a label on each box/item.
- Fill out the packing inventory form and tape it to the door of your office.

Departing Campus

- When packing is complete and/or your allotted time slot has ended please ensure that you have taped the **Packing Inventory Form** to the outside of your door. If you need more time, please contact Judith Bernier at (617) 778-8681.
- Check out with Public Safety on the ground floor of the Palace Road building.
 - Public Safety will provide you with a blue parking validation ticket.

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Additional Safety Measures

- Deep cleanings of campus will take place between 12-1pm and 5-6pm each day that packing occurs.
- To limit the amount of cleaning for our crew, certain bathrooms have been locked. Each building has at least two floors of unlocked bathrooms. There are signs on each bathroom door indicating accessible restrooms.