

## Frequently Asked Questions

**1. Who should I contact if I have any questions?**

*All general inquiries may be forwarded to [bmiwestern@uwo.ca](mailto:bmiwestern@uwo.ca) or see Florence Lourdes, BMI Administrative Officer, at [flourdes@uwo.ca](mailto:flourdes@uwo.ca) or call ext. 82069.*

**2. Where can I find more information on the committees overseeing the move?**

*A Move Team and four subcommittees have been established to manage the move to the Western Interdisciplinary Research Building (WIRB). To see who is on the Move Team and subcommittees, as well as the committee's responsibilities, visit: <http://www.uwo.ca/bmi/about/committees.html>.*

**3. What should be done over the summer months?**

*Over the summer months, each lab group should start thinking about what needs to be moved to the new building, and what can be recycled or disposed of. For example, all filing drawers, upright cabinets, shelves and desks will need to be emptied of their contents before being moved. Organizing and minimizing contents will make packing easier in November.*

**4. What documents must be archived, scanned, packed, shredded, or recycled?**

*Information on document management, including the retention & disposal schedule, can be found on the BMI On The Move website at <http://www.uwo.ca/bmi/restricted/onthemove.html>.*

**5. When will packing instructions be circulated?**

*BMI and SS&D movers will start meeting in September to discuss and coordinate the relocation to the new building. This move will likely be done in stages. Packing instructions will be circulated in November, at least 2 weeks before items are moved.*

**6. When will packing materials be available?**

*Packing materials will be available at least 2 weeks before items are moved.*

**7. When will the research facilities be unavailable?**

*The BMI research facilities will likely be unavailable for the month of December. However, disruptions are expected as early as late October and as late as February.*

**8. Will the move be done in stages and how will research activities be impacted?**

*Yes, the move will be planned in stages to reduce the amount of downtime in December and disruptions from October to February.*

**9. When will I know where in the building I am moving to?**

*The Space Planning subcommittee is working with BMI core members to finalize office and seating assignments. BMI members will be notified likely before November where they will be moving.*

**10. What kind of office furniture will be in the new building?**

*The Furniture subcommittee is working with Western's furniture consultant to determine office and lab furniture for the new building, in consultation with BMI members.*

**11. Will my phone and number be transferred to the new building?**

*All phones are transferred by the PI's department administration. Phone numbers will remain the same at the new building.*

**12. When will I have card/key access to the new building?**

*Around moving day, all card and key access will be made available.*

**13. When will the new building address be available?**

*The address for the new building will be available before December 2017 and will be posted on the BMI On The Move website and emailed to the University community. Business cards, letterhead, websites and so forth will need to be updated.*

**Please forward any questions not in this FAQ to [bmiwestern@uwo.ca](mailto:bmiwestern@uwo.ca) .**