Packing instructions for Move to WIRB

Packing Materials

All packing materials have been delivered to the Natural Sciences Centre, Westminster Hall and the Social Science Centre. The packing materials consist of the following:

White Banker Boxes - most items, including books.
3 cubic foot Boxes – larger items that won’t fit into banker boxes. Do not fill with smaller items due to weight.
6 cubic foot Boxes – larger items that won’t fit into 3 cubic foot boxes. Do not fill with smaller items due to weight.
Boxes do not necessarily need to be taped shut with packing tape. Cross fold box flaps to close, when possible.
Black Plastic Bins – confidential materials only. Must be returned.
Green Security Tags – for sealing plastic bins (one tag per black plastic bin – feel free to record serial # on a manifest).
Bubblewrap – monitors, printers, CPUs and lab equipment. One layer wrap is sufficient for computers. Labels go on outside of bubblewrap.
Packing Tape and Green Labels - labels go on the top of all boxes and bins. Use packing tape, if needed. Cross fold flaps on larger boxes. Banker boxes do not need to be taped shut.
As well, Fragile Tape and apx. 2x4 Labels will be available to include additional information. A label template can be found on the BMI On The Move website.
If additional packing material are required, please email bmiwestern@uwo.ca.
**Disposing and Recycling**

**Large Blue Bins** (with wheels): for recycling paper. Large blue bins are in the NSC mailroom, hallways and room 110. Please let Denise Soanes know when they are full. Do NOT over fill the smaller blue recycle bins (next to white bins) with paper. If the bags are overfilled, the paper for recycling will not be taken away.

**Locked Shred-It Bin**: for shredding confidential documents. Available in the NSC mailroom.

**Better World Books Box**: for donating academic books. Available in the NSC mailroom.

**General Garbage**: use cardboard boxes when disposing garbage (do not use the new ones). Take all boxes of garbage out to the shed next to the loading dock. If you are collecting boxes of garbage before sending them to the shed, please close the boxes and write “garbage” on the box. Do NOT over fill the white bins with garbage. If the bags are overfilled, the garbage will not be taken away.

**Larger and Odd-shaped Garbage Items**: should go to the bins in the loading dock across from NSC loading dock.

**Metal and Electronic Items**: see Haitao Yang about disposal for recycle bin at the Medical Building.

**Old Furniture** (second-hand, not purchased by University or PI): Do not label old furniture that will not be moving to WIRB. All old furniture or other items not labelled will be left behind to dispose of.

**Document Management**

**Document Management**: Information on document management and processes can be found on the Western Libraries website at [https://www.lib.uwo.ca/archives/records.html](https://www.lib.uwo.ca/archives/records.html).

**Retention and Disposal Schedule**: To learn more about when certain materials can be archived or disposed, please visit [https://www.lib.uwo.ca/archives/retention_schedules/retention_schedules.html](https://www.lib.uwo.ca/archives/retention_schedules/retention_schedules.html). This schedule includes Academic deadlines for exams. Please note that Ethics determines retention deadlines for all research materials.

**Scanning to Digital format**: Consider scanning your documents and having them available digitally, instead of filing hard copies. The photocopier (in the mailroom) has a feeder that can scan several documents (single or book) within seconds. If the photocopier use increases significantly, a schedule may be posted to block scanning times.

**Personal Items in Offices and Work Areas**

**Artwork**: all personal artwork must be packed and moved by the owner. The University’s insurance does not cover damaged artwork. (Note: all McIntosh artwork has been collected and store until the move is complete).

**Appliances**: all personal appliances will be moved by SS&D: The Movers, if properly packed and labelled.

**Mini Fridges**: all personal mini fridges will be moved by SS&D: The Movers, if properly packed and labelled. Mini fridges must be emptied of contents and unplugged for at least 24 hours to ensure defrost. Once the mini fridge has been moved to the new building, wait one hour before plugging the mini fridge in again.

**Personal lamps and other effects**: all small personal lamps and other effects may be moved by SS&D: The Movers, if properly packed and labelled. However, the movers are not responsible for broken items. Owners may prefer to move any breakable items to the new building.

**Plants**: all plants must be packed and moved by the owner.
**Office and Workstation Areas**

**Desktop computers:** remove all cables (including the internet cable) and store the cables in a banker box with a green label. White labels are available to identify cables. Bubble wrap monitors and CPUs etc. The green label goes on outside of bubble wrap. If possible, use original boxes for packing computers.

**Laptops:** remove all cables and store in banker box with a green label. Bubble wrap laptops (multiple laptops can be bubble wrapped accordion style and packed into labelled boxes). If possible, use original boxes for packing laptops.

**Printers:** remove all cables and store in labelled banker box. Bubble wrap printers. The green label goes on outside of bubble wrap. If possible, use original boxes for packing printers.

**Phones:** remove red cable from phone and pack both into banker box with a green label. WTS will be notified of new phone locations via your departmental administration.

**Whiteboards, corkboard, posterboards and coat racks:** tape green label on all boards and racks to indicate where to move items. (Note: green labels may leave adhesive. Use scotch tape if necessary). Boards and racks will be some of the last items to move. Placement, installation and/or purchasing (if needed) of all boards and racks will be discussed post move.

**Garbage pails and recycle bins** (located by seating in NSC offices and workstations): empty and label all pails. Extra plastic bags in pails can be packed to move to the new building. Additional pails and bins will be provided by Western for additional members.

**Clocks:** all system clocks remain at NSC. All personal and office clocks can be packed to move to the new building.

**Projection screens:** all manual projection screens can be disassembled, moved and installed by SS&D: The Movers. Like the boards and racks, label where to move the screen to. Powerpoint projectors and the smartboard would not be relocated by the movers, unless already packed.

**First Aid Kits:** will be left behind. New first aid kits to be installed in WIRB by Health and Safety.

**Photocopier:** will be moved by OE. The Fax # will remain the same in the new building.

**Portable AC:** the portable AC in the server room will remain at NSC.

**Workstations:** mostly to be disassembled, moved and setup by 3rd party vendors. Facility Management electricians will disconnect cabling same day of disassembly and WTS will install cabling into panels after setup in new building. **No green labels needed.**

**Office desks:** existing desks in NSC will be disassembled, moved and setup by SS&D: The Movers. Each desk section must have a green label (i.e. for corner desks, all three pieces). If you have been assigned new furniture or you do not know where the furniture is destined in WIRB, please place a blank green label on your desk.

**Chairs and tables:** Tables and chairs destined to a known area in WIRB should have a green label with WIRB location indicated. Where the area in WIRB is not known, but the furniture will be moved, leave a blank green label on the furniture. Melinda Rigole will walk through to identify furniture with blank green labels and will let movers know where the furniture should go to in WIRB.

**Office bookshelves** (and other anchored furniture): Contents must be removed from all bookshelves and shelving piled at base of shelf. All shelving pins to be stored in a plastic bag or envelope and taped to the shelving. Any anchored furniture will be removed by SS&D: The Movers.

**Filing cabinets and cupboards:** Contents must be removed from all filing cabinets and cupboards. All keys to be stored in a plastic bag or envelope and taped inside a unlocked drawer. **All cabinets and cupboards must remain unlocked.** Any anchored furniture will be removed by SS&D: The Movers.
Keys to drawers, cabinets and cupboards: store in sealed envelope or plastic bag, and tape inside unlocked drawer. EXCEPTION: all keys to drawers and cabinets in the 120K workstation should be handed in to Denise Soanes. This workstation is moving to the 3rd floor (where no one is presently assigned).

Note: all furniture will be setup in the new building by SS&D: The Movers, according to the layouts provided by Melinda Rigole from Facilities Management. Melinda will also manage the schedule to have the movers rearrange furniture after everyone is relocated. Extra furniture will either be left at NSC or moved to storage on the basement level of WIRB. If the furniture is destined for storage (whether short or long term), include your name on the green label or use an additional label (if you prefer to include more details).

General Packing Instructions from SS&D: The Movers

<table>
<thead>
<tr>
<th>Items</th>
<th>What To Do</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Desks &amp; Chairs</td>
<td>All desks and drawers should be emptied and the contents should be packed into boxes or bins. Any items on the desks (calendars, office equipment, decorative items, etc.) should also be placed in boxes or bins. Small items (pins, paper clips, pens, etc.) should be placed in sealed bags or sealable containers and packed. Keys for the desk should be kept by the office/station occupant owner. Each piece of the desk must be labeled if each piece is moving. Chairs should be labeled on the bottom of the chair or on an arm. Do not put labels on fabric as the label will fall off.</td>
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<tr>
<td>Wires</td>
<td>All connected items (phones, computers, printers, etc.) should be unplugged and packed (if applicable). Phone cords, cables, and any other cords not being moved should be separated from furniture.</td>
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<tr>
<td>Computers &amp; Equipment</td>
<td>All computers, scanners, monitors, and printers should be bubble wrapped, labeled and placed into boxes or bins.</td>
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<tr>
<td>Phones</td>
<td>Phones are to be packed into boxes and labeled.</td>
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<tr>
<td>File Cabinets</td>
<td>All files and contents must be packed into boxes or bins. Cabinets should be locked (if possible) and the keys should be kept by the office occupant/cabinet owner.</td>
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<tr>
<td>Bookcases</td>
<td>All contents should be removed and packed into boxes, bins, or book carts. Shelving should be removed and the supporting pins should be packed into bags/containers and labeled.</td>
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<tr>
<td>Assorted Items</td>
<td>All loose items to go with the move should be packed into boxes or bins.</td>
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<tr>
<td>Hung Items</td>
<td>All items to be moved that are currently hanging (pictures, mirrors, etc.) should be packed into boxes/bins securely and labeled</td>
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<tr>
<td>Items Secured to Building</td>
<td>Items firmly secured to walls (whiteboards, corkboards, shelving, etc.) will be moved by FM staff, unless otherwise pre-arranged.</td>
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<tr>
<td>Personal Effects</td>
<td>All personal effects (framed degrees, photos, art, plants, personal lamps, etc.) are the responsibility of the owner to move.</td>
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<tr>
<td>Labeling</td>
<td>Label each box and bin on the top and on the end. Anything not moving can either remain unlabeled or be labeled “STAYS”. All labels should have destination number and owner name.</td>
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<tr>
<td>Uninstalling/ installing furniture</td>
<td>SS&amp;D will uninstall/install all furniture items (desks, hutchies, cabinets, shelves, etc.) and level out each item/ensure every item is safe to use.</td>
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</tbody>
</table>

Lastly, all university property should be moved by SS&D: The Movers (or by hired 3rd party vendors) to ensure coverage under the University’s insurance policy. All personal effects are not insured under Western, but will be relocated by the movers if packed properly.

All packing and moving inquiries may be sent to bmiwestern@uwo.ca.