

# Van Ness Move Day Helpful Hints

We're moving to our new facility on **March 2nd (PAC) & 3rd (CAL)!**  
Here are some helpful hints to prepare you for the move. Let's do it!

## WHAT TO WEAR

Comfortable shoes!  
And normal work attire.

Our Patient Move Team will be sporting stylish red and blue vests. Our helpful volunteers will be wearing tan vests.



## GETTING TO WORK & WHERE TO PARK

Public transit and carpooling are highly recommended.

Due to the increased number of employees working during Move Day, **staff must park at Cal and Pac** campuses. Shuttles will be available to and from 1101 Van Ness both Saturday and Sunday.

## SHUTTLES TO OUR NEW CAMPUS

Starting at **5:30AM** and running until **8:50PM**, there will be shuttles running between campuses. Every 20 minutes from CAL, every 10 minutes from PAC.



## MOVERS & MOVING

The department Move Captains/ Co-Captains wearing teal t-shirts will direct all equipment move activities. The relocation firm is called Beltmann.

Please remember to unpack your department's yellow crates and return to the designated area within 24 hours after delivery. The totes will also need to be returned for re-use.



## ACCESS TO THE NEW BUILDING

We will be moving lots of patients, please be cognizant of moving around the building - please use the staff elevators. Avoid the ED Entrance.

\*The main Buchanan entrance will not be accessible on move day.

## PERSONAL BELONGINGS

Make sure all belongings are taken home well beforehand. At the end of Move Day **you will no longer be allowed** in the old campuses. Plan to be as minimal as possible. You'll have



to carry any extra clothes or bags with you, including in the ambulance or shuttle, so let's not do that.

## PATIENT MOVE PLAN

The patient move will begin at **8:00am**.

Patients will be **discharged** from Pac campus via the ED ambulance bay. Cal campus patients will discharge by front entrance on street level - 3700 California. At the new Van Ness Campus patients discharge at the drive thru area.

Specific patient and service elevators will be designated for patient movement at Pac and Cal campuses.

## NO-COST MOVE DAY MEALS FOR STAFF

Lunch will be provided on both Saturday and Sunday. Snacks will be circulated.

Coffee will be available in all break rooms.



## DEPARTMENT CLOSURES

Move Captains will be responsible for department closure (use the checklist) and notify the **Command Center 415-600-9400** when department move is completed.

## ISSUES?

For all move-related issues, call the **Command Center at 415-600-9400**.

For **emergencies** during the move initiate normal emergency procedures AND notify the Command Center.

Detailed Move Manual is available on the MySutter Intranet

