



## Move Guidelines – Employee Packet

Your Move Captain will discuss the details of the move with you, including; your responsibilities before the move, and how to report issues after the move. Please review the helpful information included in this packet to ensure a successful move to your new location. Below you will find a schedule of key dates.

ICG TECH / MSST / ISG TECH	
Move Schedule	
Task or Activity:	Move ~ () Employees
Main Move Date: Friday July 7 <sup>th</sup> @ 5PM	7/7
Box Delivery: Archive Boxes (1 – Archive Box per employee is all that will fit in the locker) others can be used to take personal items home from the office	6/7
Tag Distribution & Delivery: 2 day process <i>Completed by Meehan Project Managers – Tags will be associated to the Assigned Locker on the new floor</i>	7/5 & 7/6
Main Move PC Shutdown Time: <i>Employees should have all contents packed up and PC shutdown in preparation for the move to Building B</i>	7/7 @ 5PM
UAT Testing - Sunday July 9 <sup>th</sup> from 9am – 1pm	7/9 - 9am-1pm
Integrated Post Move Command Center (7am-3pm) Day 1 - Go Live – (813)-604-6780	7/10-7/11 (7am-3pm)
Final Crate/BOX Removal <b>**ALL UNPACKING TO BE COMPLETED**</b>	7/11 EOD

If you have any questions please contact a Meehan Group representative. Our goal is to make this transition as smooth as possible. We will be with you every step of the way.

**THE MEEHAN GROUP**  
Facility Relocation Management Consultants

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# **PRE-MOVE CLEAN UP:**

## **ALL AREAS** OF THE DEPARTMENT'S EXISTING SPACE

### **PAPER LIGHT STRATEGY**

#### **DISCARD, RECYCLE, SHRED:**

- ↳ Old catalogues, manuals, books, magazines, business cards, stationary, reports, outdated materials; old, no longer in use, not required, expired forms.
- ↳ Confidential Materials: Place into existing onsite Iron Mountain Shred Bins
- ↳ Purge All Outdated or "Dead" Files (Refer to CITI Paper-Light Strategy) and place into existing onsite shred bins as required or if unsure)

### **COMMON AREAS:**

- ↳ File Areas/Storage Rooms/Copy Rooms: (Common Access Cabinets & Shelves)
  - ☐ Discard; Recycle, Shred, Remove empty boxes & other materials, etc.
  - ☐ Office Supply surplus should be worked down to a minimum prior to move
  - ☐ Request Business Unit's CTI contact to remove excess & out of use PC's, printers, faxes, etc. for Reclamation Process
  - ☐ Be organized & prepared to meet a Meehan PM to clearly identify & tag the file drawers or storage shelves for relocation.
- ↳ Break room/Pantry Areas & Shared Appliances: *Refrigerators, Microwave Ovens, toasters, blenders, tea & coffee pots, personal mugs, Tupperware, food stock, etc.....*

### **EMPLOYEE WORKSTATION:**

- ↳ All desks, credenzas, file cabinets, drawers, shelves, and personal workstation areas are packed:
  - ☐ Discard, Recycle, Shred, or Remove any excess materials, etc.
  - ☐ Office Supply surplus should be worked down to a minimum prior to move.
  - ☐ No furniture will be moving. This includes desk chairs
  - ☐ **Personal belongings should be taken home because all employees are moving to CitiWorks:** live plants, personal pictures, radios, sweaters, umbrellas, shoes, mementos, briefcases, laptops, etc.

## **TAGGING INSTRUCTIONS:**

The Meehan Group will assign all employees to a locker and distribute tag(s) to each employee according to the LOCKER#. The Meehan Group will also tag common area file drawers, office supply cabinets and storage rooms. Common areas will be packed, moved, and unpacked by the selected movers.

It is your responsibility to pack the contents of your personal workspace. You will be expected to tag your own Archive Box with the assigned Locker # tags provided by Meehan. Please take all unnecessary personal items home!

## **PACKING INSTRUCTIONS:**

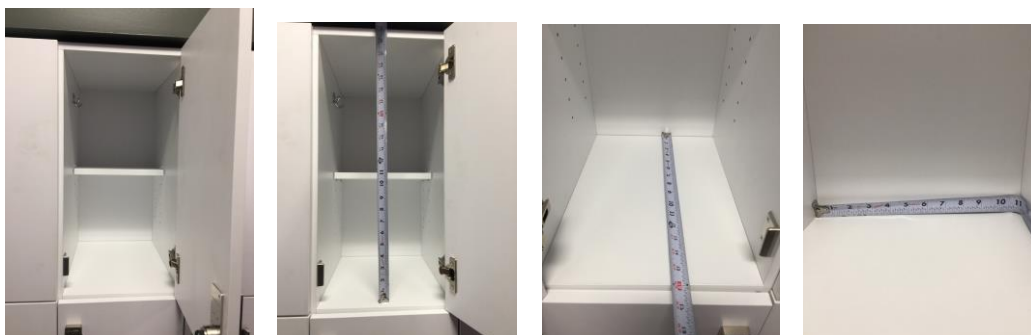
If you will be **Out Of Office (OOO) the week of the move**, please notify your Move Captain and complete packing of your archive box. Then clearly write your name and cell# on a post-it and tape it on your fully packed Archive box. Meehan Group personnel will properly tag the box for you.

You are encouraged to **purge before you pack**. Please move only necessary items. Cleaning out your desk will not only make the moving process easier, but also more cost-effective. **Please make sure all boxes are unpacked into Lockers by Tuesday (7/11).**

**PACK IT, THROW IT OUT OR ARCHIVE IT – DON'T LEAVE IT BEHIND**

## **LOCKER INSTRUCTIONS:**

All employees will be assigned a locker to secure all personal items. To identify ones locker, tags will be put on each locker with employee's name. **Please make sure to make a note of the locker number from tags that are given to you for your Archive Box.** Instructions on how to use the Lockers will be posted on the inside of the locker door. If an employee needs assistance with finding or working their locker please contact the **Post Move Command Center**. Pictures illustrating the dimensions of the Lockers are below for reference.



## MOVE DAY CHECKLIST & HELPFUL REMINDERS

- ☐ Packing completed of all COMMON AREA files, supply/storage rooms
- ☐ All desks, credenzas, file cabinets, drawers, and personal workstation areas are packed
- ☐ DO NOT Pack phone headset – you will receive a NEW HEADSET at Building B
  - ☐ Please see the Post Move Command Center to receive your headset
  - ☐ You will be required to sign for the NEW HEADSET
- ☐ All Archive Boxes are properly packed (closed and not overflowing)
- ☐ All Archive Boxes are properly labeled (this # will be your Assigned Locker#)
- ☐ Leave current keys for furniture and office doors in their respective locks.
- ☐ For additional Archive Boxes, tags, or other move materials contact Stephanie Poelstra
- ☐ Make Note of the # of your tag as this is your assigned Locker #
- ☐ **Personal belongings of value should be taken home because they will not be insured:** (owned by employees): live plants, personal pictures, radios, sweaters, umbrellas, shoes, mementos, briefcases, laptops, etc.
- ☐ **LAPTOP(S) must be taken home with you the day of the move, DO NOT pack it.**
- ☐ Please be sure to **UNLOCK** your laptop from your docking station or work surface.
- ☐ Computer – **POWERED DOWN and or LAPTOP LOCK UNLOCKED**
- ☐ Final walk through with Move Captain

## **POST MOVE SUPPORT:**

✦ **Sunday UAT (9am-1pm):** Move Captains and employees test desktop computers, network connectivity; shared drives, printers and utilize **REMEDY TICKETS** if necessary to report an issue. There will also be Meehan and CTI techs walking the floors to assist.

- **BUSINESS UNIT** is responsible to give an accurate estimate of how many employees will be onsite to test so CRS & CTI can assign the proper staff – so please notify your Move Captain if planning to attend UAT.

✦ **USER GUIDES:** will be placed inside of each assigned Locker and will provide you with insight into the new space, various design features and general knowledge.

✦ **Post Move Command Center:**

👉 **Monday 7/10 & Tuesday 7/11 (7AM-3PM):**

- Move Captains will work with employees to prepare **REMEDY TICKETS** for: All technology issues, misplaced box, furniture problems, damaged items, etc.

✦ **Move Captain Post Move Action Steps:**

- Arrive on site early to review areas for last minute updates or adjustments
- Greet department employees and direct to proper areas.
- Meehan will place **REMEDY TICKETS** at each desk prior to UAT.
- Please assist in directing calls to the Command Center **(813)-604-6780**
  - Work with CRS and CTI to resolve issues
  - Collect physical **REMEDY TICKETS** and deliver to a Meehan or CTI representative on the floor or to the Command Center when necessary.

## **REMEDY TICKET**

**For Assistance Please Call: (813) 604-6780**

**REMEDY TICKETS ARE TO BE USED FOR 2 DAYS ONLY AFTER THE MOVE, THEN**

**RETURN TO BAU PROCEDURES GOING FORWARD**

Employee Name	Relocation # (Tag / Plac #)	Phone Number
Email:	Time Recorded:	

### **Technology & Telecommunications**

<input type="checkbox"/> PC / Laptop	<input type="checkbox"/> Phone / Network
<input type="checkbox"/> Printer / Copier / Fax	<input type="checkbox"/> Other
(Explain)	

### **Movers**

<input type="checkbox"/> Missing Boxes	<input type="checkbox"/> Post Move Furniture Shifting
<input type="checkbox"/> Other	
(Explain)	

### **Furniture & Construction**

<input type="checkbox"/> Electrical	<input type="checkbox"/> Furniture
<input type="checkbox"/> Maintenance / Cleaning	<input type="checkbox"/> Other
(Explain)	

### **Security**

<input type="checkbox"/> Office Keys	<input type="checkbox"/> ID Card
<input type="checkbox"/> Other (Explain)	