



## Joan Kirner Women's and Children's Quick Reference Guide

### Physical Move – Box information

This QRG is to assist staff in packing boxes and planning for the physical move.

Staff members will receive a designated box for packing their workspace items that are relocating to the Joan Kirner Women's and Children's.

These boxes will be provided by our relocation specialist - The Relocation Company (TRC). Staff will be responsible for packing and unpacking their own box.

#### What type of box will I receive?

Each staff member will receive a box measuring 41cm (L) x 33cm (W) x 34mm (H) to pack their workstation or office items.

#### Can I obtain an additional workspace box?

No, there is provision for one workspace box per staff member and some for storage areas.

#### What should I pack in my workspace box?

Staff will be required to pack their desk contents as well as items from their office or workstation into their workspace box. It is recommended that staff pack essential hardcopy documentation only and scan non-essential documents to store electronically.

#### Are there specific types of items that I cannot pack in my workspace box?

Yes, computers or computer peripherals (keyboards etc.) should not go in a workspace box. A separate process is in place for the relocation of these items.

Personal effects (items of personal not work-related use), such as clothing, pot plants and picture frames, do not form part of the Physical Relocation. **These items are the responsibility of staff and should be taken home.**

#### When will I receive my workspace box?

To allow sufficient time for packing, workspace boxes will be delivered between the 29<sup>th</sup> April and 2<sup>nd</sup> May.



## What process is in place to ensure my box arrives at the right place?

Each department will receive color-coded labels to utilise for workspace boxes and other items and equipment. Labels will be the colour of the box destination in JKWC (see table). Staff are required to complete and apply this label to their workspace box.

If a box is not labelled, it will not be moved. **No label. No go.**

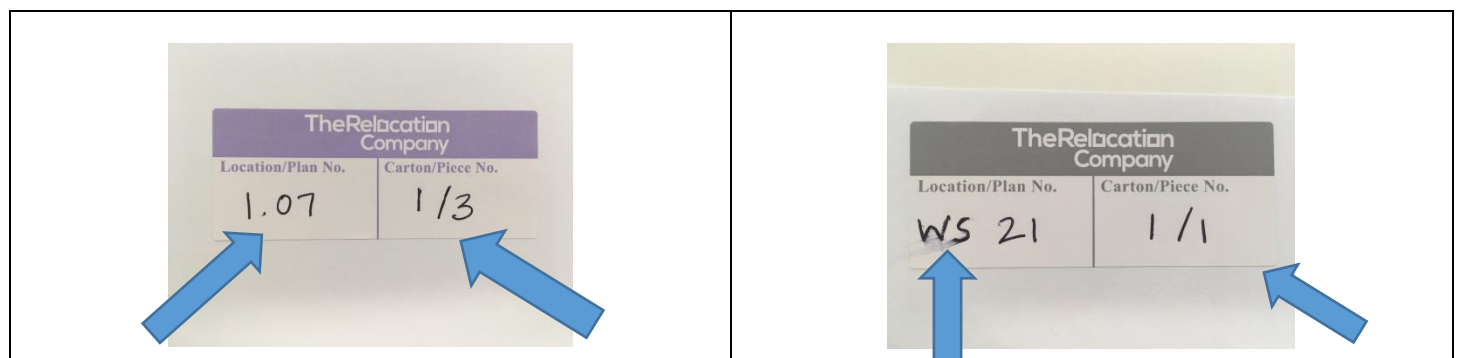
### Sticker Colours

JKWC location	Colour
Ground Floor	Yellow
First Floor	Lavendar
Second Floor	Orange
Third Floor	Dark Green
Fourth Floor	Grey
Fifth Floor	Navy Blue
Sixth Floor	Tan
Seventh Floor	Lime Green
Eighth Floor	Hot Pink

### Make up and Labelling of your workspace box

You will be provided with tape for you to pack your own workstation and office area

- Securely tape the bottom of the cartons with a couple of strips of tape.
- DO NOT** inter-lock the carton lid, just fold and securely tape the top of each carton.
- Place your coloured label on the side of the carton in the panel provided – **do not place a label on the top of the carton.**
- DO NOT** write on the cartons.
- Write your new JKWCH wayfinding location number in the location / Plan No. panel
- Carton numbers can be written in the carton / Piece No. panel as shown below



JKWC room number

Carton number

For level 4 open plan: workstation number Carton number

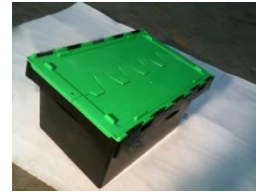
## What if the JKWC destination doesn't have a room number?

Desks on the 4<sup>th</sup> floor have been given temporary numbers for the move as have non- numbered store rooms.

## Secure and confidential files

Secure plastic packing crates with zip lock ties will be provided for confidential files.

- **DO NOT** overfill crates
- Fold lids flat with lids interlocked as shown
- Crates can be stacked in lots of 4 onto skates by your workstation to save floor space
- Place your new location label on the panel provided in the centre of the lifting edge on side of crate – **do not place on lid**
- Secure lids by placing the zip lock ties –through each hole on the top of the crate



## Sterile Stock

TRC will provide larger size cartons and plastic bag liners for the packing and relocation of sterile stock.

- TRC will assist with the packing of store rooms including sterile stock items
- Boxes are to be labelled with the correct label colour and store destination location
- A sterile label is also required to distinguish between sterile and non – sterile stock items
- Where possible store items will be moved prior to the clinical move day



## I will be on leave during the move period, what should I do to make sure my workspace box is packed in time?

Staff who will be absent during the move period must pack their box before they go on leave.



## Who will unpack my workspace box in the JKWC?

On arrival to the new JKWC, TRC will deliver each staff member's workspace box to their designated work area. Staff are required to unpack their workspace box. Staff who are on leave should unpack their box immediately upon their return.

## How should I dispose of my workspace box after I have unpacked?

Once unpacked, boxes should be flattened and placed in the area nominated by the local area lead for collection by TRC.

## What if my computer is to move?

- Individuals are responsible for the disconnection of desktop computers and printers
- Label each major component (i.e. hard drive, screen)
- Pack the following items into the zip lock bag - speakers, mouse, mouse-pad and all cables
- Place label on the base or back of your flat screens
- ICT will be responsible for the reconnection and set up on the day the computer is relocated. This may take several hours so you may need to use a hot desk computer during this time.

