

# Safe Office Move Checklist for Supervisors

**Purpose:** This guide is designed to assist supervisors by providing coordination, safety and ergonomic guidance for office moves at SLAC.

## PREPARATION FOR THE MOVE

### *Determine What Needs to be Moved and Address Other Items Before the Move*

Evaluate if any of your staff have special needs or if aspects of your move require more assistance. If additional resources are needed, arrangements can be made with Space Planning and Management at x3531 or for Kelly Services, call x2353.	<input type="checkbox"/>
Some materials should be archived prior to the move. For information on what to archive and resources available to help you call x3091 or go to the <a href="#">Archives and History Office web site</a> .	<input type="checkbox"/>
SLAC has a policy to minimize waste. To determine what can be recycled or to get assistance, view the information on the <a href="#">Recycling Program web site</a> . If you have questions on what can be recycled call x2348. Extra wheeled bins for mixed paper recycling may be ordered by calling x8901.	<input type="checkbox"/>
If materials are found that might be hazardous, (chemicals, batteries, lead) call x2399 for assistance.	<input type="checkbox"/>
Some equipment/furniture may be best sent to salvage x2329. Identify this equipment and complete a <a href="#">Salvage Form</a> . Deliver or make arrangements with the <a href="#">Labor Pool</a> for the transportation of the item(s) to Salvage. Note that some equipment may need to be surveyed by a representative from Radiation Protection (x4299). More information is on the <a href="#">Salvage and Storage web site</a> .	<input type="checkbox"/>

### *Employee Communication and Resources*

Review with your staff the <i>Safe Office Moves Slideshow</i> , <i>Steps for a Safe Office Move</i> and the job safety analysis (JSA) for office moves on the <a href="#">Safe Office Moves</a> website.	<input type="checkbox"/>
Recommend taking the web-based <a href="#">Back Safety Training</a> for those staff that may benefit from this training.	<input type="checkbox"/>

### *Moving Resources & Tips*

Remind your staff to plan well and minimize bending, lifting, and reaching when packing/unpacking boxes and bins. Boxes/bins should be placed out of walking paths to eliminate tripping hazard. Don't scoot a box across the floor with your foot and ask for help if a heavy box must be moved.	<input type="checkbox"/>
If there are any questions about safety during any part of the move, contact your <a href="#">ES&amp;H Coordinator</a> .	<input type="checkbox"/>
SLAC IT will pack computers, scanners, related equipment, and cables (including power strips). Do not pack these items yourself; otherwise IT will be unable to properly set up and test your equipment.	<input type="checkbox"/>

## PRE-MOVE FACILITY WALK-THROUGH

Space Planning & Management will ensure room layout diagrams are posted to make sure furniture/equipment is delivered to and/or installed in the proper location. If applicable, ensure the keyboard tray location is identified so it can be installed correctly.	<input type="checkbox"/>
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## AFTER THE MOVE

Have all of your staff complete the <i>New Office Safety &amp; Ergonomics Checklist</i> on the <a href="#">Safe Office Moves</a> website. Call (x4588) to schedule an ergonomic evaluation if needed.	<input type="checkbox"/>
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## RESOURCES

<ul style="list-style-type: none"> <li>Space Planning &amp; Management (ext. 3531)</li> <li>Salvage (ext. 2329)</li> <li>Recycling (ext. 2348)</li> <li>Archives (ext. 3091)</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous Materials (ext. 2399)</li> <li>Occupational Health/Ergonomics (ext. 4588)</li> <li>Labor Pool (ext. 3726)</li> <li>Kelly Services (ext. 2353)</li> </ul>
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