

MANCHESTER
1824

The University of Manchester

THE NEW HOME
OF ENGINEERING AND MATERIALS

EVERYTHING YOU NEED TO KNOW ABOUT YOUR MOVE



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INTRODUCTION

In September 2021, we opened the doors to the new home for Engineering and Materials for teaching and learning, following an eight-year design and construction phase. Staff and students are already making use of our industry leading facilities, new methods of teaching delivery and a diverse range of study spaces.

For the vast majority of our community however, the excitement starts here, as we prepare to move 2000 members of staff, PDRAs, PGRs and Foundation Year students from North Campus into our new home throughout 2022. This move not only marks a physical shift from a site our University has occupied for over 100 years, but also a step change in the way we work, collaborate, research, and teach the next generation of Engineers and Material Scientists.

Developing and co-ordinating parallel schedules of activity for both the movement of colleagues and laboratories, technical spaces and associated equipment is a huge and complex undertaking. This is why we've planned the timing and relocation of technical areas and associated equipment in consultation with Research Group Leads and Technical Services staff – full details of these moves are can be found on our [Sharepoint site](#).

With the complexity of this planning process in mind, we ask that you engage with the move process and take the time to familiarise yourself with the guidance offered within this handbook so that your move is as smooth as possible for you (and your team).

As we leave North Campus, we hope to take the memories, friendships, and successes of our time there with us, and forge new ones in a dynamic new environment that will allow us to increase our global impact and continue to innovate in the way we teach and research.

If you have any queries regarding your move arrangements, please contact the MECD Moves Team via MECDmoves@manchester.ac.uk

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Director of Faculty Operations

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THE MOVE PROCESS

Here's a quick guide to your move process:



GETTING READY FOR YOUR MOVE

By now, you should be aware of the month in which you're moving, as well as which floor and general location you'll be moving to within Engineering Building A, or Oddfellows Hall for members of our research institutes. If not, this information is available via our StaffNet Workspace page. Information on your specific move date will be communicated by our Moves Team and details of where you'll sit within workspace will be managed and communicated at Departmental/Business Area level.

Before you can move, there are a number of actions for you to consider: from familiarising yourself with your new workspace, to clearing your current office or workstation and ensuring that your belongings make their way over with you.

Crate allocation and storage provision in your new workspace

Before you begin to clear your workspace, it's important that you're aware of how many packing crates you'll receive to assist with your move, as well as how much storage space you'll have in your new workspace.

Packing crate allocation

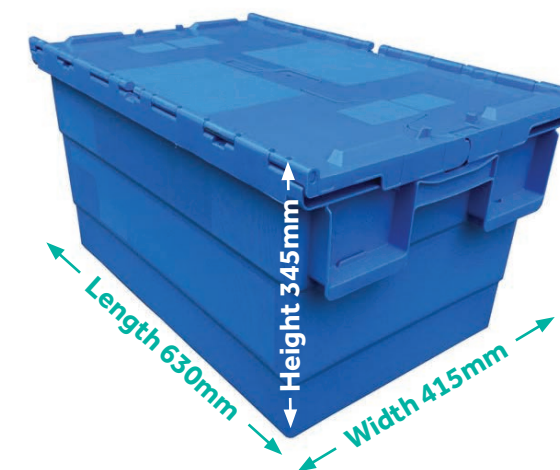
The number of crates you will have to pack your belongings in depends on your role. You'll find details of the number of crates you've been allocated below, but the support you receive through the packing and move process is the same across all roles.

Crate allocation

Academic colleagues	5 crates
Professional Services colleagues	3 crates
PDRAs	
Technical colleagues	2 crates
Postgraduate researchers	

Separate to your packing crate allocation, all colleagues will receive an additional crate specifically for your IT equipment (e.g. your monitor, keyboard, as well as high powered computing equipment). On the day of your move, Harrow Green will arrive with this crate and pack your IT equipment for you so you won't need to factor any of this equipment into your packing.

All crates are a standard 80 litre crate



STORAGE IN THE WORKSPACE

If you're an academic colleague based in four-person offices, you will be allocated a minimum of four metres worth of shelving for personal storage in the form of a shelving unit. This also has the benefit of being designed to divide the office into four discreet zones for enhanced privacy.



Storage in academic office

If you're based in the open plan area, your storage allocation will depend on which of the following groups you fall into and are as follows:

Academic colleagues	Minimum of four metres of shelving
Professional Services colleagues	
PDRA's	

Postgraduate Researchers	One metre of shelving
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Storage furniture in open plan workspace may take a number of forms, including but not limited to: lockable shelves or cupboard, lockers, open shelving and cupboard space.

The allocation of specific storage units will be taken at a local level, taking into account ongoing decision making within Departments/Business Areas about seating plans and the proximity of different units.

To help bring to life the size of your storage allocation and types of storage available throughout workspace, a sample workspace has opened on the Second Floor of Engineering Building A (Room 2.A001) so you can see first-hand what furniture will be available. This space is now open to all colleagues and PhD students, during normal building operation hours. Here you'll also find touchdown working space – including a four person office, a meeting room and informal meeting areas. Further information on how to find the sample space and how to book a desk/room is available on **StaffNet**.



Lockable personal storage unit at the end of a desk bay



Shared shelving unit located near desk bank



Shared shelving unit inside the workspace

CLEARING AND DECLUTTERING YOUR WORKSPACE

Now you've familiarised yourself with your packing allocation and how much storage space you'll have, it's time to think about decluttering your work station and disposing of / recycling anything you don't want to take with you.

For many of us, the last two years have seen major changes in the way we work, resulting in streamlining of the equipment, tools and resources needed to support day-to-day activities - whether it's stopping printing documents, moving to electronic file sharing, or making phone calls through Teams. As you prepare to pack your crates and move into your new workspace, please be mindful of what you need and what can be disposed of sustainably or recycled.

It is your responsibility to dispose of any unwanted belongings ahead of your move, ensuring that your office and any associated areas (e.g. kitchens, staff and student common rooms, storage areas, and stores facilities) are cleared before your move date. To assist you in this process, clearance stations have been set up across North Campus.

Your nearest clearance station can be found at one of the following locations:

Building	Clearance station location
Sackville Street Building	A Floor, outside A10
	B Floor, outside B21
	C Floor, outside C59
	D Floor, outside D45
	E Floor, outside the Great Hall staircase (next to the Nano Imaging Spectrometry Lab)
	F Floor, outside the Great Hall staircase (next to the Control Systems Group)
MSS Tower	Entrance foyer
The Mill	C Floor, outside C56
	E Floor reception
Morton Lab	Entrance foyer
George Begg Building	B Floor, outside B3
	C Floor, outside C21
	C Floor, outside C47
Pariser Building	B Floor, outside B35
	C Floor, outside C7
	E Floor, outside E9
	G Floor, outside G15
	H Floor, outside of the lifts

At each clearance station, you will be able to dispose of the following items or, in the case of waste paper, cardboard and confidential documents, pick-up the provisions to have these collected from your office:

Confidential and non-confidential documents

Before disposing of documents, either in paper or in digital form, you should consult the University's records retention schedule to check whether the document needs to be retained for a defined period of time. At all times GDPR Guidelines should be strictly adhered to. For guidance on GDPR and the retention/disposal of documents that may be affected by GDPR Legislation, please contact your local Information Governance Guardian or visit the **GDPR StaffNet page**.

'Restore consoles' (right) are situated around the University for day-to-day amounts of confidential paperwork that needs shredding and these should be used in the first instance.



At each clearance station white confidential bags

are available for you to take back to your office and place any confidential documents inside. These should be sealed and left in your office, and you should use the **support request form** to contact the team and arrange for this to be collected from your office.



For non-confidential documents, blue bags

can be collected from each clearance station. These should also be taken back to your office, tied, and left. You should then use the **support request form** to contact the team and arrange for this to be collected from your office.



Non-recyclable waste

Non-recyclable waste should be placed inside the black bags available at each clearance station and left in your office. You should then use the [support request form](#) to have this collected from your office by our Moves Team.



CDs / DVDs / Floppy Disks

If you have CDs or DVDs to dispose of, please consider first whether these contain any confidential information. If they do, please leave in your office and use the [support request form](#) to arrange collection.

If these do not contain confidential information, please place these inside the white bins available at each clearance station.



Books and stationery

We ask that any colleagues with unwanted books and stationery bring these to their nearest clearance station.

- **Books** - please place these inside the book crates found at each clearance station. We will donate old books to students to aid their learning, with any surplus books recycled via Book Harvest.



- **Stationery** - please place these inside the stationery crates found at each clearance station.



Thesis books

Please place these in the crates found at each clearance station - if the thesis dates from 2012 onwards these will have been digitised. If the thesis has already been digitised and you wish to take the hard copy home, please do so.



Most thesis dated pre-2012 should already be in the library as a hard copy, however we are aware that a small number may not have made it there and so please check the library catalogue before recycling.

Access the [Library Search catalogue](#).

If you find a thesis that is not in the library catalogue please put this to one side and contact us via the [support request form](#) – the Moves Team will then collect and ensure this is sent to the library.

Requesting support for items not covered by your nearest clearance station

In clearing your work station and associated areas, it's likely you'll find items which can't be disposed of or recycled via our clearance stations, such as:

- Electronic items used to store confidential data (e.g. HR records) and sensitive information (e.g. falling under export control). In this instance, please use the [support request form](#), providing details of your location and the IT equipment you need to dispose of, to have a member of the Move Team come and collect this from your current workspace.
- For Electronic items used to store confidential data (such as HR records) and sensitive information (such as technical data falling under Export Controls), please contact your DSOM for locations and access to a lockable room which you can take IT equipment to be left for disposal.

Personal Printers

- In line with our new ways of working, personal printers will not be permitted in your new workspace. There are numerous Multi-Functional Devices (MFDs) located throughout the new home of Engineering and Materials. To arrange to have your printer collected and recycled please contact the IT Services Helpdesk via the Support Portal or on **0161 306 5544**.
- For all other types of electronic waste, please be aware that the University has obligations under the Waste Electrical and Electronic Equipment (WEEE) Regulations to segregate any electrical waste in order to treat it separately from general waste to enable it to be recovered and recycled.

Please contact the Technical team in your Department for locations of skips for electrical waste or if you have any electrical items you are unsure of how to dispose.

For any other unwanted items which cannot be moved, either due to its size or weight (e.g. a fridge or other white goods), please consult our Office and Workspace Waste Streams A-Z [StaffNet page](#) in the first instance and contact the Moves Team or complete the [support request form](#) to arrange for this to be collected.

To request assistance with clearance and/or packing complete the support form



PRE-MOVE

Now you've cleared your work station and associated areas, it's time to ensure you've completed your necessary building induction and pack your belongings, making sure you're ready for the day of your move.

Your building induction

Before your move date, you must complete the mandatory building induction module on Blackboard, which contains essential Health and Safety information. If you do not complete this, access will not be granted within the areas of the building which will require swipe access (e.g. workspace, labs and technical spaces). You should aim to complete this training module as soon as possible, so that there are no delays in granting access to your new workspace. **Access your Health and Safety Induction via Blackboard**

Further to your mandatory Health and Safety Induction, we've also created a General Building User Guide providing lots of helpful information to help you orientate yourself around the buildings, as well as technical provision and AV guidance relevant for any staff involved in teaching and learning.

Access to General Building User guide via StaffNet

Updating your personal details

Before you pack your belongings and leave your office, please update your profile on StaffNet with your new location. Failure to do this will result in IT Services being unable to find you if you need assistance. More details on how to do this can be found on StaffNet. If you are an Oracle Requisitioner please ensure you also update your delivery details on Oracle.

Packing your belongings

Two weeks prior to your move, your crates will arrive at your work station, along with appropriate crate labels and tamper-proof security tags. These will be used to transport your personal belongings by our Primary Move Contractor (PMC), Harrow Green, and members of our Move Team.

Please note IT equipment will be packed and moved separately to your personal belongings.

If you know that you're going to be away from the University during your move window, you should contact the Moves Team via the support request form and we'll be in touch with you and your line manager to discuss alternative arrangements.

It's your responsibility to pack the contents of your desk, pedestals and other storage facilities into the crates provided. If you have any physical or other limitations which limit your ability to pack or unpack your belongings, our Moves Team are on hand to support you – please complete the **support request form** for any assistance in this area.

When packing your items, please consider the following to ensure our teams are able to safely and effectively get your belongings over to your new home:

✗ Don't overfill crates and ensure that the lid shuts fully or, the contents could be damaged when the crates are stacked and moving. Your crates shouldn't exceed 20kg in weight and items inside shouldn't be stacked any higher than around $\frac{3}{4}$ of the crate interior.

✓ Before you begin to pack another crate, place this on top of an already packed and closed crate. Stacks of crates should not exceed more than 3 crates and shouldn't obstruct any walkways.



Do not pack any delicate items into crates unless they have been properly wrapped first. A label marked as 'FRAGILE' should then be attached to the crate



Leave behind your old office furniture – your new workspace is fully equipped with furniture so there is no need for you to bring desks, book, shelves or chairs. As an exception to this rule, if you have any ergonomic furniture, you should report this to the Moves Team via email ahead of your move to ensure this is moved with the rest of your belongings.

MECDMoves@manchester.ac.uk



Do not pack all of your paperwork or books into one crate, as this will make it too heavy to lift.

When packing for your move, please remember the following:

- Try to pack the crate so the overall weight is evenly distributed. Avoid one side being much heavier than the other.
- A full crate is a 'two person' lift. Do not attempt to lift or slide crates on your own.
- Always check the load before lifting, remembering to bend your knees, neutral spine position, firm hand grips on the handles and keep the load close to your body.
- Plan your lift before you start, do not block main walkways or your Fire Exits.
- Before lifting, clear the area of trip hazards and sharps objects. Also check the route of travel is cleared of obstructions.
- Do not attempt to carry a full crate over a long distance.
- If you have any concerns about the manual handling – do not proceed, and please contact your School Safety Advisor.

Online training is available through **SL&D**.



Stop & Think

Position the feet



Adopt a good posture

Get a firm grip



Move the feet



Labelling your crates

When your crates are delivered, you will also be provided with labels. These will allow the PMC to identify where to deliver your crates and who these belong to. Unlabelled crates will not be moved so it's essential that you label any crate which contains your own belongings.

An example of how your label should be filled out is provided below.



When labelling your crates, please place one on the side of the outside of the crate and another on the inside. This way, if the external label falls off in transit, our Moves Team will still be able to reunite the crate with its owner.



Please ensure that you have not placed labels on the top of your crates, as these will not be visible to members of our team when the crates are stacked.

On the day your crates arrive, you will also be given a sufficient amount of labels for the number of crates you've been allocated, with these labels colour-coded in line with your specific floor.

Guidance on how you should label your crates, with your floor, room number and desk number, will be communicated to you during the briefing session, eight weeks out from your move date.



Your desktop IT equipment

For PS Colleagues

Due to recent changes in how many teams work in response to the COVID19 pandemic, and the introduction of hybrid working, IT equipment is often now shared and many colleagues no longer have a 'typical' desk top set-up. Work will take place in the coming months to identify a standard desk set-up with associated IT equipment in advance of the move to the new home of Engineering and Materials.

If you're a laptop user, you should take your laptop home with you the day prior to your move. For desktop PC users please make sure you've logged off and closed down your computer before leaving work the day before your move date.

All IT equipment left on each desk ahead of the move will need to be labelled, including but not limited to: monitors, keyboards, mice and docking stations. Our PMC will pack, move and unpack your IT equipment.

During your packing process, it is very important that none of your desktop IT equipment is packed into your personal crates – this includes monitor, keyboard, mouse and any cables for your PC.

For Academic colleagues, PDRAs & PGRs

If colleagues are high powered computer (HPC) users, and they wish to pack their IT equipment themselves, they will be given the opportunity to inform us of this at the 8 week meeting, where we will discuss this further with these individuals.

If you're a laptop user, you should take your laptop home with you the day prior to your move. If you use a desktop PC, please make sure you've logged off and closed down your PC before leaving work the day before your move.

Ahead of your move you must label all IT equipment left on your desk, including but not limited to your monitor, keyboard, mouse and docking station. Our PMC will pack, move and unpack your IT equipment ready for your arrival in your new work station.

Returning your keys

After you've finished clearing your office, please make sure all furniture – e.g. filing cabinets, pedestals, credenza units, lockers – which you have a key for is unlocked and that any keys are left inside these units.

If you hold any keys for locking or unlocking your office or workspace, please place this inside the small envelope provided and label these with their building name and room number. You should seal these and leave them on a desk inside your office, ready to be collected by the Moves Team, who will lock the door behind you.



YOUR MOVE WEEK

Now you've said your final goodbyes to your old workspace, your move day is the day in which your crates will be collected and moved to your new office. You will not be permitted into your new workspace on this day, as there's a huge amount of activity going on amidst crate collections and deliveries of IT and other equipment being set-up across the workspace. Please work from home on this day or, where this isn't possible, make alternative arrangements to base yourself elsewhere on campus.

Assuming that you have completed your mandatory building induction you will automatically have the correct level of swipe card access for your workspace or technical area in time for your first day. It's imperative that you complete the induction for the safety of yourself, colleagues and students alike, and under no circumstances should you attempt to tailgate into areas within the building to gain access to these areas.

Our Moves and Service Delivery Teams will be on hand from the day you arrive in your new workspace, to provide assistance and support on all matters from IT to new ways of working and unpacking queries. Information on support available throughout your moving process and the familiarisation period will be available in your workspace when you arrive, so you can feel confident we've got things covered from day one.

As we move our laboratories and fit out new workspaces throughout Floors Three to Six, there may be entire floors or spaces you aren't able to access. For your safety, access to these floors will be restricted until construction is complete – signage found in restricted areas/stairwells will indicate which spaces are out of bounds. As a result, we apologise for occasional noise disruption as we complete work on these areas. The Project Team are working hard to ensure that any impact is minimised wherever possible.

Finding your way around

If your move-in day is the first time you've been into the new work environment, you may want to explore your new surroundings and find your bearings throughout the building – we appreciate Engineering Buildings A & B may feel a little daunting in scale if you've never been before.

There are two main entrances within Engineering Building A, with the north entrance located on Grosvenor Street (opposite to Sugden Sports Centre) and a south entrance located on Booth Street East (adjacent to the Aquatics Centre). You can access Engineering Building B via the link bridge located next to Café Connect on the Second Floor of Engineering Building A.

Throughout the buildings, you'll find ceiling mounted signage, information points and door signage to highlight key locations throughout the building and help you find your way around. In trying to find a specific room or space, its room number should tell you which building and which floor this can be found on e.g. Room 2A.001 is found on the second floor of Engineering Building A.

There are two cafes located throughout your new home.

- **Connect Café** can be found on the Second floor of Engineering Building A, providing a range of delicious lunch and snacking options from sandwiches, paninis, sushi and salads to soup, pasties and jacket potatoes, as well as fresh pastries, muffins and Fairtrade hot drinks.
- **Collaborate restaurant**, on the Ground Floor of Engineering Building A, features a fresh seasonal menu prepared by our in-house team of chefs, from pick and mix breakfast bowls and muffins, to freshly made salads, soups and stews.
- **A third eatery** will be open in time for our full opening in September 2022, located towards the North entrance of Engineering Building A.



If you cycle or run into work each day, our Active Travel Hub, located close to the Booth Street East entrance of Engineering Building A, not only has lockable storage for your bike but six showers and changing facilities. To request access to the Active Travel Hub, please contact the Car Parking Office at carparking@manchester.ac.uk. A further four showers and changing facilities will be available throughout the workspaces across Floors 3 – 6.

Welfare facilities can be found on the Ground floor and one on the Fourth Floor (the Fourth Floor space is currently under construction) of Engineering Building A. These spaces are designated as private areas for staff and student to access first aid, take rest or baby feed (please note that there is currently no refrigerated storage available).

Our digital map provides information on the location of rooms and facilities throughout the Ground, First and Second floors of the building, as we map other floors prior to opening. These include the location of toilets, food and drink vendors, lifts located within each of the building's four cores and various types of teaching facilities and study spaces.

More information on the facilities and services available across the scheme can be found on the General Building User Guide.

Printing in your new workspace

In order to print in your new workspace, you'll need to install the Xerox printers onto your device.

- 1 Double click on the Software Centre icon on your desktop
- 2 In Applications, search for Xerox
- 3 Select Xerox Printer Queues, and click Install. Once install is complete, log off and back on again and Xerox Colour (single or double sided) and Mono (single or double sided) printers will be installed.

Providing your feedback

We want to know what you think. Particularly how you found the move process and so we will be seeking your feedback in the weeks following your move, via an online survey.

Please take the time to complete this survey, as this will help us to improve our processes for the whole community.

Find your way around with our handy building maps



CONTACT INFORMATION

USEFUL CONTACTS

- Moves Team**
(For all move and clearance queries)
0161 529 4176
MECDmoves@manchester.ac.uk
- Waste Co-ordinator**
Mr Simon Atkinson
0161 306 5963
Simon.atkinson@manchester.ac.uk
- Records Manager – Record Management Office**
Mr Alan Carter
0161 275 8111
Alan.carter@manchester.ac.uk
- IT Services**
0161 306 5544
ITservices@manchester.ac.uk
- Faculty Safety, Compliance and Risk Manager**
Miss Julia Cheung
0161 275 0395
Julia.y.cheung@manchester.ac.uk
- Confidential Waste Queries**
0161 275 5789
confidential.waste@manchester.ac.uk
- Campus Cleansing Unit**
0161 275 2246

YOUR CHECKLIST

CLEARANCE AND PACKING CHECKLIST

Have you disposed of all excess/unwanted paperwork & books?	
Have you completed the digitisation of documents that need keeping?	
Have you arranged for the disposal of any unwanted electrical items?	
Have packing crates been delivered?	
Are all of your personal effect crates packed?	
Are your personal effect crates labelled and labelled correctly?	
Have all items of IT Equipment been labelled for packing by the PMC?	
Have your keys for pedestals, cupboards etc. been left in the locks?	
Have you updated your personal details including email signatures, staff directory and Oracle?	
Have you completed the new building induction process?	
Have you left the key for your old office in an envelope on your desk?	
Have you installed the Xerox Multi-functional printers onto your device?	
Have you completed your IT Network survey?	



NOTES



