

# The new home for Engineering and Materials

MANCHESTER  
1824

The University of Manchester

## Preparing for your technical move

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# Introduction

Throughout 2022, a complex 12 month schedule of activity is underway in decanting and transporting our laboratories and technical facilities into the new home for Engineering and Materials. This is a huge undertaking, co-ordinating the 80 separate technical moves from North Campus (covering 200 laboratory spaces), across our four Departments and Research Institutes into brand new purpose-built facilities across Engineering Building A & B, York Street Building, James Chadwick Building and Oddfellows Hall.

With our programme of technical moves now underway and your own move approaching, it's imperative that all colleagues working in our laboratories and technical spaces engage with the process throughout and take individual responsibility for the clearance of these spaces and the labelling and packing process for items and equipment inside your laboratories or workshops.



## Technical moves SharePoint

Well in advance of your move date, you should have begun to familiarise yourself with the content of our open access [Technical Moves SharePoint site](#). Here you can access essential information relating to your move. Each move has a bespoke move plan, developed in close consultation with academic and technical colleagues.

These plans include:

- key dates, including your lab closure and expected move completion date;
- specialist packing requirements for your laboratory;
- a list/visual of equipment moving over into your new laboratory;
- design plans for your new laboratory and where equipment will sit within it;
- principle contacts who'll provide support throughout your move process.

These move plans have been developed in close consultation with Technical Leads, appointed by Heads of Department, with responsibility for the move in their own area.

# Before your decommissioning period commences...



You should know who the key personnel for your move will be



Clearance of all unwanted items should now be complete—further information is available via our [StaffNet Clearance pages](#)



Packing assistance has been confirmed



Electrical works have been confirmed



Start to assess what chemicals will need disposing of and what may need to move



Assess what equipment will need to be checked and verified as in good working order before the move



·Risk Assessment for move related activities has been reviewed for your area.  
[Generic Risk Assessment for Move Activities](#)



Inform your Move Manager of any specialist gas cylinder that needs to move



You should inform stores of the type and quantity of cylinder returns to North Campus stores and what date to expect to receive these items. Please email:

Current laboratory location	Contact
Sackville Street Building	George O'Neal—George.oneal@manchester.ac.uk Nigel Scarborough—nigel.scarborough@manchester.ac.uk
The Mill / Morton	Keith James—keith.james@manchester.ac.uk Peter Thomason—peter.tomason-2@manchester.ac.uk



# Decommissioning period

Packing crates will be delivered to your lab or technical space in advance of your move, usually one week before the start date of your move. Check your move period via [Sharepoint](#) for confirmation of your crate delivery date.

Actions within your decommissioning period include:



Ensure all large items of equipment are labelled with their MECD mark no. (see page 8)  
This will ensure they are placed in their correct locations when delivered to new lab.



Shut down, switch off and prepare all equipment for moving.



Complete [decontamination certificate](#) - decontaminate all equipment and ensure it is safe to handle. Seek assistance from safety advisors if you're unsure.



All waste, oils and chemicals identified for disposal should be prepared and labelled correctly.



Gas cylinders not going to new location should be returned to stores.



Prepare all delicate / fragile items for packing.



Pack IT equipment - PC's, plus your keyboard, monitor and any other peripherals, into PC crate and label with associated equipment mark no. to ensure they arrive in the correct location.



Pack all equipment peripherals and accessories into a crate and label with associated mark no. to ensure they arrive in the correct location.



Ensure the responsible person for your lab (the individual responsible for signing off your space for normal operations) has completed all relevant paper work to sign off lab / workshop is safe for external contractors to operate including your [Laboratory / Workshop Decommissioning Checklist](#)

# Temporary lab closures



Temporary lab closures have been put in place throughout the move programme to facilitate moves which are staggered and to avoid any disruption for teaching activities. During these closure periods, access to your laboratory or workshop will be restricted.

Notice will be provided to you in advance of your lab closure date, and this information will be physically displayed to let users know which labs will be closed and for how long.

Technical colleagues will be expected to work closely with our move contractors, Harrow Green, during this period, who will liaise with colleagues around the best time for decommissioning to take place, perform routine checks that equipment has been cleaned and decommissioned and also provide labels for packing your belongings. Contact our move contractors:

 [ray.thain@restore-harrowgreen.com](mailto:ray.thain@restore-harrowgreen.com)

Prior to the closure of your space, each laboratory must complete the following forms and send these to your Move Manager:



A Laboratory Decommissioning Certificate must be issued for each temporary closure

[CLICK HERE](#)



A move activity risk assessment must be in place to cover this work

[CLICK HERE](#)



# Packing

The following items will need to be emptied and the contents packed into the crates provided:



Drawers



Bookcases



Cupboards and cabinets



All filing cabinets including metal filing cabinets which need to be moved up or down staircases

If you are responsible for packing, you will need to consider the following:



Crates must not be overfilled. The lid should shut fully, or the contents could be damaged when the crates are stacked for moving.



Place crates in an area that will not obstruct walkways or other activities.



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



Before packing another crate, place it on top of the full crate. The stack should not exceed three crates.



Do not pack any IT items (e.g. your mouse) into the crate as these need to stay with your PC for re-commissioning of the equipment. PC crates are provided and can be labelled with a reference to the equipment.



Pack a mix of light and heavy items into each crate to avoid excess weight.



Do not place crates on furniture as they may scratch the surfaces.







Any items left unpacked will be treated as rubbish and disposed of.

# Personal belongings

All personal belongings should be taken home prior to the move. No valuable or personal effects should be placed in crates or left within your office area.

This includes:



-  Laptops
-  Mobiles and associated cables/chargers
-  Plants
-  Clothes
-  Shoes
-  Personal effects


# Labelling crates

The move contractor will provides sheets of labels which you must use to label your furniture, crates, and technology equipment. All items to be moved, including individual components of IT (e.g. monitor, CPU, keyboard, mouse, printer) should have their own label. Items that do not have a label attached will not be moved.

Coloured labels have been provided to ensure that your belongings arrive at the correct location, as shown below. The colour of the label designates which floor your furniture, filing and equipment should be delivered to.

- Place the labels on the short ends of the crates on the square panel near the top edge.
- Labels should never be put on the lids as once the next crate is stacked on it this label cannot be read. It may also be a good idea to place a label inside your crate to act as a failsafe if the external label should come off.
- Any item too large to fit into a crate will need to be labelled separately.

MECD Room No.



MECD Mark No.

Group name (as on Move Plan)

Where applicable to give an indication to where in the lab to leave the item



# Recommissioning and working in your new lab (before it's operational)

## Health and Safety Induction via Blackboard

Prior to being able to enter your new laboratory or workshop to unpack your belongings and begin to recommission equipment, you must complete your mandatory Health and Safety Induction platform via Blackboard.

Completion of this induction is monitored by our Health and Safety team who send regular reports to our Access Team—you will not be permitted to enter your new technical space until this is completed.

For further information and to access your Health and Safety induction, please visit [StaffNet](#).

## Local laboratory / technical area induction

You will also be required to complete an additional induction for your new lab / associated space via Blackboard before being granted access to your new space.

Please complete the [Access Request Form](#) to enrol onto your local induction and to register your requirement for access to your space in order to recommission and unpack your equipment. Access will not be granted into your new space until both inductions are complete.

The Technical Lead for your laboratory may also wish for you to attend a local induction for your laboratory which will take place in your new technical space, providing an overview of essential processes and safety measures within the space. Note these will be held at the Lead's discretion and may not be held for all staff.



# Normal laboratory / workshop operations

Before research can commence, ALL items must be unpacked and recommissioned.

The responsible person for your space must sign off the space, confirming that all items have been unpacked and recommissioned before normal operations can resume. If your space is shared across multiple departments, responsibility will fall on either the Head of Department with the most activity in this space or the Department taking primary ownership of the space.



Your Health and Safety Checklist needs to be completed

[CLICK HERE](#)



The Infrastructure and Facilities teams need to have been briefed and signed off that all infrastructure is logged and signed off as useable. Please contact Gary Ingham, Technical Operations Manager to sign this off:



[gary.ingham@manchester.ac.uk](mailto:gary.ingham@manchester.ac.uk)

## Get in touch

Your Move Manager is here to answer any specific questions you may have around your technical move, from preparing for your lab clearance and closure and packing your equipment, to the recommissioning period in your new space.

By now, you should be aware of and have received communications from this individual, but their contact details will be available through your move plan via the [MECD Sharepoint site](#).

For more general queries around your move, please contact the Moves Team at



[MECDmoves@manchester.ac.uk](mailto:MECDmoves@manchester.ac.uk)

# Resources and support

In this section, you can find further details of the support and useful information that you may find helpful in planning for your move.

## Support request form

Our Move Team are on hand to support you throughout your entire move process.

Whilst it is your responsibility to clear your technical space, work station and associated areas colleagues can use our [support request form](#) to request additional support in packing and clearance. This could include, but is not limited to:



General clearance



Bulk chemical disposal



Bulk glassware disposal



Equipment disposal



Asbestos mitigation



Other similar tasks

## Clearance - vehicle access form

During your clearance process, you may require vehicle access to your current building, in order to collect and load items from your office or lab and take these home.

If you require vehicle access, please use our [vehicle access request form](#), providing details of your current workspace location and preferred date and time for collection, in order for temporary access to be granted.

## Waste streams A-Z

You should consult the [Technical waste stream A-Z StaffNet page](#) before disposing of any waste from your laboratory or workshop to ensure disposal is in accordance with the University's existing processes and regulations.