



HENRY · · · ·  
ROYCE · · · ·  
INSTITUTE

# Royce Hub Building Research Group Move Update

April 2022

# Overview

- **Royce Hub Building Operations**
- **Move timeline**
- **Royce Office Moves – process**
  - Step 1: Access to pack and clear
  - Step 2: Packing and clearance activities
  - Step 3: Move Day
  - Step 4: Access to unpack
- **Royce Hub Building offices – supporting slides**

# Royce Hub Building Operations

At the moment:

- The building is **swipe card access** only. All building users must have completed the online and on-site inductions before their card is enabled. See our [intranet site](#) for more details.
- **Construction fit-out and hook-up work** is ongoing with on-site contractors Balfour Beatty Kilpatrick.
- Final arrangements for the L7 lab spaces are taking place with input from research groups, Nuclear Laboratory Control Manager and Royce Team.
- We have taken the decision to progress with the L7 office moves now to give you access to your new office space while work on the labs continues.

## General building safety arrangements:

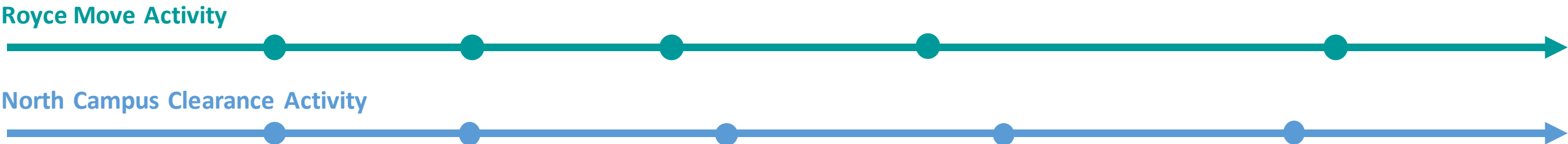
- All building users must sign in and out of the **out-of-hours book** at Reception if arriving before 08.30 or after 17:30, and ensure any visitors sign into the visitor book.
- On-site contacts and first aiders are listed on the posters at the Reception desk; out of hours, please contact Security. Reception will be staffed during the day for general queries.
- Updates on building activities are regularly shared through our **ROYCE-BUILDING-USERS** listserv; you will have been added to this following the online induction.
- **COVID** - wearing a mask/face covering is encouraged, spares are available at the Royce Reception desk. Please contributing to touchpoint cleaning using the materials provided.

# Move Timeline Update

## April Group – Office Move

These office move activities are closely linked with North Campus Clearance activities, and therefore everyone must make every effort to clear their previous office spaces.

- **w/c 28<sup>th</sup> March** - Crate delivery to current offices
- **w/c 28<sup>th</sup> March to 22<sup>nd</sup> April** - Packing up and clearance of current offices (approx. 4 weeks)
- **25<sup>th</sup> / 26<sup>th</sup> April** - Move Day (all crates/IT must be ready for collection **by 5pm the working day before\***)
- **27<sup>th</sup> April to 18<sup>th</sup> May** - Unpacking into the Royce Hub Building (3 weeks)
- **w/c 16<sup>th</sup> May** - Collection of empty crates from the Royce Hub Building



# Crates and clearance materials

Crates and clearance materials have now been delivered to Pariser Building on North Campus.

## Crate allocation

- **PhD student / PDRA :**  
1 crate + IT equipment
- **Technical Staff / PS staff**  
1 crate\* + IT equipment
- **Academics:**  
5 crates plus IT equipment
- Additional crates will be left with Research Group Project Managers for shared materials – groups should liaise with Michelle Mallon or Reyes Palacios as appropriate.

### Royce Move Activity



### North Campus Clearance Activity



# North Campus - Office Spaces

To confirm the delivery locations for the crates and clearance bags – if your current office is not included on the list please [email Alyson Gates](#).

Pariser Building	MSS Tower	The Mill	Sackville Street	James Lighthill	Chemistry Building
A3	C2	G21a	D41	D1	2.064
B6	D1	G4a	A27		
B11	D2	G27	E44c		
C17	D3				
C18	D5				
C19	E1				
DNI office (Andrew Sherry)	E2				
F floor student village	E6a				
G15	E17				
	G2				
	G3				
	G18				

# Step 1: Access to Pack and Clear

## Scheduling access:

- To help manage North Campus access, please email Alyson Gates to advise what day(s) and times you plan to access your office to pack and clear.
- If a car parking space is required to enable you to collect items to take home, we can book this for you.

## Review and return the 'Royce move and packing activities' risk assessment:

- This risk assessment will be circulated and covers access arrangements and packing activities. This covers good practice for packing/clearance and COVID-safety measures.

## Be mindful of COVID safety measures:

- Wear a mask/face covering in shared spaces
- Maintain social distancing and do not exceed room occupancies
- Wash your hands regularly throughout the day
- Open office windows to improve ventilation when packing and clearing
- **DO NOT COME ON TO CAMPUS IF YOU OR SOMEONE YOU LIVE WITH HAS COVID SYMPTOMS OR YOU TEST POSITIVE.**



## Step 2: Packing and Clearance: w/c 28<sup>th</sup> March

- Groups must assume the end of packing is the last time they will access their previous office and make every effort to clear their space.
- **Double check** in all drawers, cupboards, under desks etc. to make sure you have everything you need.
- **Take home** personal belongings and items of value.
- **Label everything** going to Royce.
- **Be mindful of security** and lock your office after you have finished packing
- **Dispose of waste responsibly** – check the clearance and confidential waste guidance sheet.
  
- **Waste, recycling and confidential waste bags** will be delivered to offices, plus a printed sheet with guidance on different waste/recycling streams.
- **Crates** have been delivered direct to the offices along with sticker labels and zip tie seals for confidential materials.
- **IT equipment** should be unplugged, clearly labelled and left neatly on the desk awaiting collection by the move company.

### **Please leave your space safe and tidy –**

- There should be clear access to collect the crates, waste bags and IT equipment (i.e. no trailing cables).
- Items that are going to be moved to Royce must be clearly labelled.
- Waste bags should be tied up and left neatly by the bins for collection (do not overfill them)

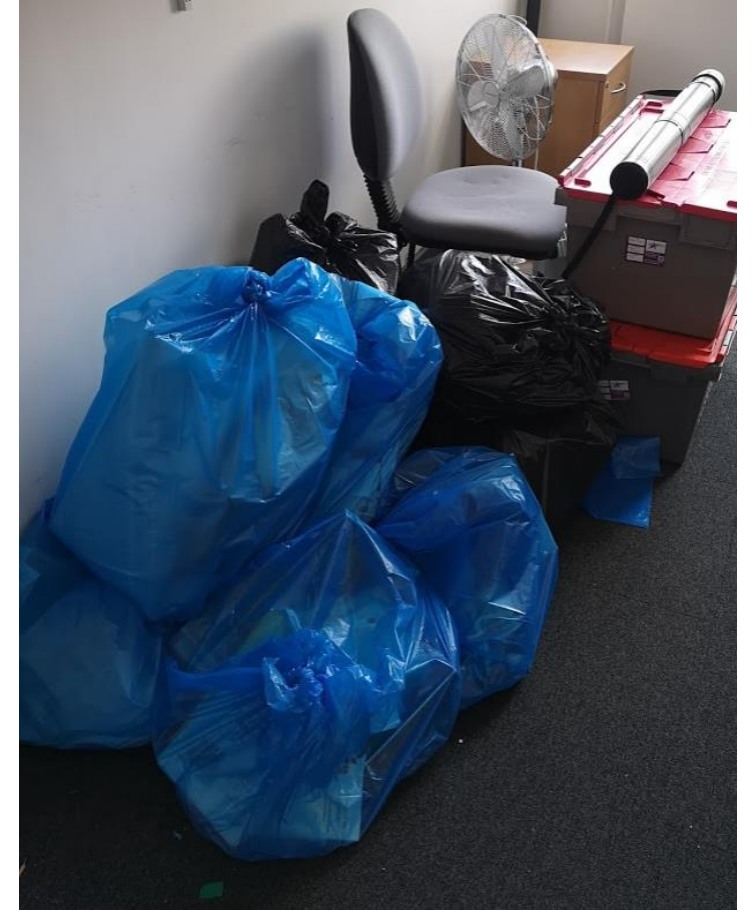




Stick the label on the side of the crate so you can read the details easily when they are stacked.



Clearly label all IT equipment. Put your cables and accessories (i.e. keyboard/mouse) into your crate.



Leave full waste bags in your office awaiting collection by House Services.



Leave cardboard, polystyrene and old ink cartridges neatly in your office awaiting collection (by the bin)



If leaving items behind for disposal or collection, make sure you label them!

# Established Waste Disposal Streams at the University

## Blue Paper Recycling

(DO NOT overfill these bags as they will be too heavy to remove)

- Newspapers and magazines
- Yellow pages and telephone directories
- Printed collateral (e.g. promotional materials, conference printed materials)
- DO NOT USE THESE FOR CONFIDENTIAL WASTE (see next slides)

## Leave next to your office bin

(for collection by House Services)

- Cardboard
- Inkjet printer and toner cartridges (left in their original packaging or in clear plastic bags)
- Polystyrene (see StaffNet pages for criteria)

## External Recycling Bins

(alongside The Mill)

- Glass e.g. mixed bottles, jars
- Steel and tin cans

## Internal Recycling Bins\*

(\*Central Collection Point)

- Batteries
- Large amounts of paper (inc. books/textbooks)
- CDs and DVDs (unless confidential data)

## IT Cages\*

(\*Central Collection Point)

- Old IT equipment (e.g. monitors, docking stations, PCs, keyboards, mice)
- Mobile phones and desk telephones

## Technical Team Support

(items requiring specialist disposal)

- Electrical waste including TVs, cathode ray tubes and fridges
- Large amounts of glass
- Fluorescent bulbs, lamps or tubes
- Chemicals or samples

## Black Bin Bag Waste

(DO NOT overfill these bags as they will be too heavy to remove)

- Video tapes and cassette tapes (unless they contain confidential information)
- General waste



# North Campus Clearance activities: Confidential Waste

Confidential waste that is not disposed of securely could result in **significant financial and reputational damage to the University and individuals**. We are all responsible for information security - always remember to lock your office to ensure items are stored securely until collected.

What is confidential waste?	<b>Paper or devices that may contain confidential information:</b> <ul style="list-style-type: none"><li>• Personal information about identifiable individuals (e.g. names, addresses, contact details, national insurance number, bank details, date of birth, SPOT ID number, health, sexual life, criminal record, ethnicity, religious beliefs)</li><li>• Commercially Sensitive Information (e.g. patents, collaboration agreements, etc)</li><li>• E.g. CVs and recruitment documentation, sick notes, confidential board papers or industry research contracts</li></ul>
Paper-based data	<ul style="list-style-type: none"><li>• Restore Datashred consoles or confidential waste bags → secure disposal/shredding</li><li>• Do NOT use the blue paper recycling bins/bags.</li><li>• Large amounts of confidential waste → contact your DSOM to arrange an additional secure collection.</li></ul>
Electronic data (e.g. CDs, DVDs, floppy disks, tapes, old devices and memory sticks)	<ul style="list-style-type: none"><li>• Store on secure University network drives</li><li>• Do NOT store it on portable devices unless appropriately encrypted</li><li>• The IT Support Centre can support with erasing/destroying devices and data.</li><li>• Items should be stored securely until they can be collected.</li><li>• Do NOT put electronic items in the Restore Datashred consoles or bags.</li></ul>
Can I get rid of this?	<ul style="list-style-type: none"><li>• Always check the <b>Records Retention Schedule</b> before disposing of documents → keep for a specified time</li><li>• Are any of the documents historically significant? → Heritage and Archiving Team.</li></ul>

# North Campus Clearance activities: Archiving and Heritage Items/Digitisation Activities

As spaces across North Campus are cleared, items of historical importance may be discovered and should be kept to one side. A summary of item categories is provided below.

Please contact your DSOM to flag any potential heritage items so they can be reviewed by the Heritage and Archiving team.

Paperwork	<ul style="list-style-type: none"><li>• Corporate records and documentation (e.g. strategy and policy)</li><li>• Minutes/papers of Faculty/Departmental Committees (pre-2004)</li><li>• Files (pre-2004)</li><li>• Official Publications</li></ul>
Digital Files	<ul style="list-style-type: none"><li>• Original copy only</li></ul>
Photographs	<ul style="list-style-type: none"><li>• Historical photographs, department events and activities</li></ul>
UMIST Legacy	<ul style="list-style-type: none"><li>• Branded materials or items of historical value</li></ul>

The full pdf of the [Records Retention Schedule](#) is available through the [Information Governance Pages](#).

# Crates

- All items moving to Royce must be **properly labelled** with your name, Royce office location and desk number. Desk numbers will be communicated in advance (after discussion with academics).
- We are only **insured for office materials and IT equipment**.
  - Desk materials e.g. stationery
  - Textbooks, books, folders and paperwork
  - Small IT accessories i.e. keyboard, mouse, laptop docking station, additional cables, extension cables
  - DSE equipment e.g. footrest, document reader, mouse mat, etc.
- **Therefore, do not pack:** research samples, chemicals, contaminated/hazardous materials, breakable items or items of high personal value.
- **Do not overfill your crates** – remember they will be stacked for transport.
- **DASS and DSE requirements**, and any large amounts of **‘shared’ materials** must be flagged to Alyson Gates. E.g. printer paper, stationery etc.
- Make an **inventory/list of your crate contents** – leave a copy in the crate and keep a copy with you.

# IT equipment

## Confirm your MAC address

- **Check your IT Workstation MAC address** (look for the option which says “Ethernet Adaptor Internet” or “Intel (P) Internet Connection”) – more guidance is available on the “Moves Activity” section of the [Royce Intranet Pages](#) (and on the next slide)
- **Complete the [Royce IT Move Survey](#)** (this includes shared PCs used by other people in the group and shared printers)
- If you are accessing your **on-campus computer remotely**, contact Alyson Gates.

## Preparing your IT Workstation/Desktop for the move

- Shutdown and unplug your IT equipment
- Leave your larger pieces of IT equipment on your desk, and add a BCL label to the base of your monitor and desktop computer so it is visible when the move team come to collect it.
- Place any small loose items into your crate e.g. cables, keyboard, mouse

## A note on printers

- Xerox printers are available on each office floor of the Royce Hub Building and can be used using your swipe card, therefore you should not need to bring your current printer with you.

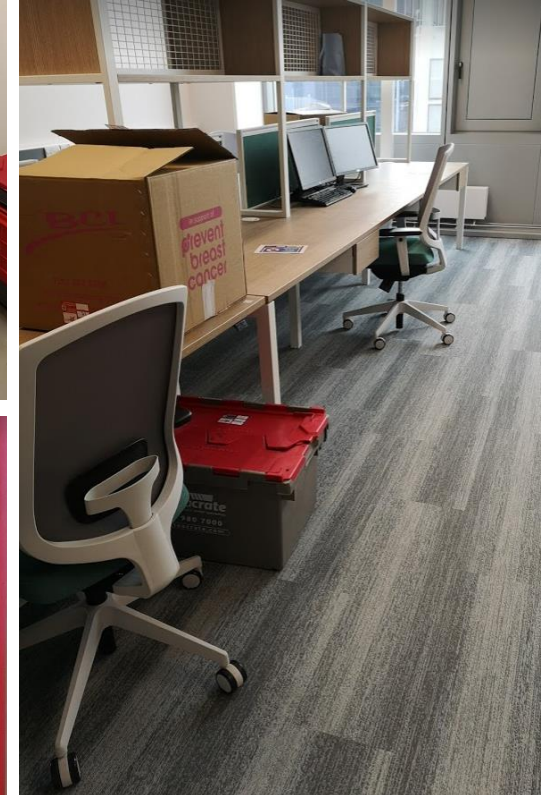


## Bonus Slide: How do I find my computer MAC address in advance of the move?

- Go to the Windows search bar, type **Command Prompt**.
- In the screen, type in **ipconfig/all** this will bring up all of the connections on your device.
- Your MAC address is the 'physical address' and is made up of a series of 6 pairs of numbers/letters.
- You are looking for the option that says “**Ethernet Adapter Ethernet**” or “**Intel (R) Ethernet Connection**”
- Do not give the MAC address for the rows that include the following: “PAN GP Global Protect”, “Docking Station”, “Wireless/Wi-Fi” or “Bluetooth”
- Make sure you add your MAC address and current IT equipment location into the [Royce IT Equipment Move Survey](#) as soon as you access your office so we can ensure a smooth transition to the new building.

## Step 3: Move Day

- BCL will collect the crates and IT from the offices **w/c 25<sup>th</sup> April (exact date tbc)**. Groups must have finished packing up the crates/items moving across to Royce by end of the day on **Friday 22<sup>nd</sup> April**.
- **Crates and IT Equipment** will be transported to the Royce Hub Building by the team and left on numbered desks in the Royce offices ready to unpack.
- Guidance on **recoding lockers** will be available on-site.
- Academics will be issued with keys for their offices.
- The **IT Field support team** will be on hand to support with IT set-up at intervals over the unpacking week. Royce Hub Team members will be on-site to provide guidance and support to research group members.
- Group members **must have completed their Royce induction activities** prior to accessing Royce to unpack. Royce online inductions take place every other Tuesday at 2pm over [Zoom](#).



Example Layout:

- [illegible]

- You should wear your mask when moving around communal spaces, but you can remove it once you are seated at your desk.
- Keep contributing to touchpoint cleaning and wipe down your workspace before you start work and after you are finished.
- For increased airflow in the offices, please remember to open the windows during the day. If you have any queries on this please let Alyson Gates or Julia Lawson know.
- Please continue to follow University guidance on space occupancies and social distancing.

**You must have completed your Royce inductions before your swipe card can be enabled for the Royce Hub Building.**





# Royce Hub Building Unpacking Activities

## Research Group Members

### 1 crate, plus IT equipment

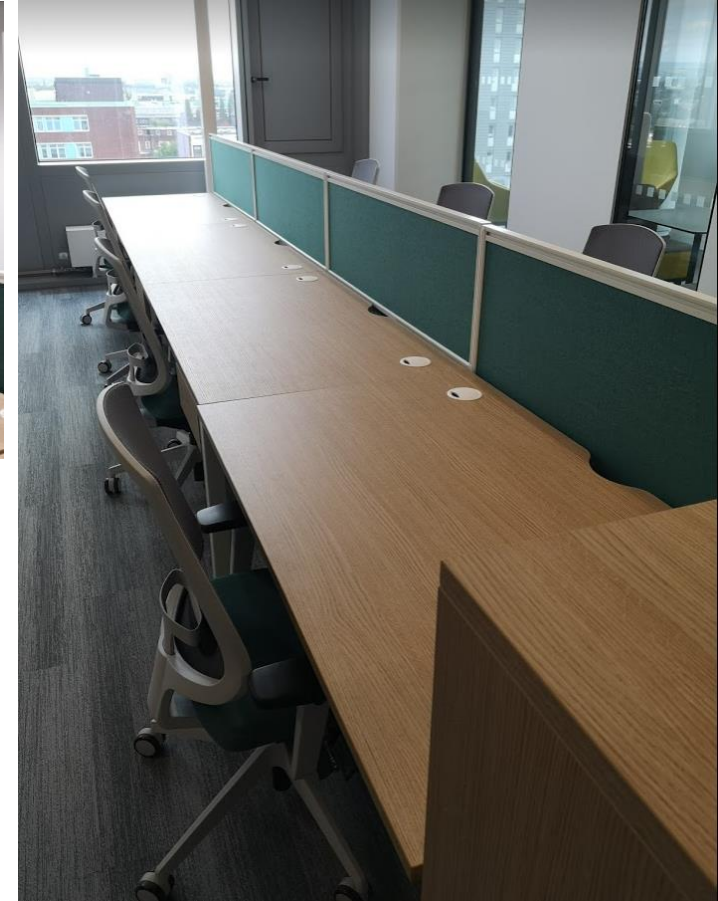
- **Locker** with combination lock
- **Under-desk drawer** (exc. height-adjustable desks)
- **Hidden shelf** (facing onto the height-adjustable desks)
- Access to shared space in the storewall

## Academics

### 5 crates, plus IT equipment

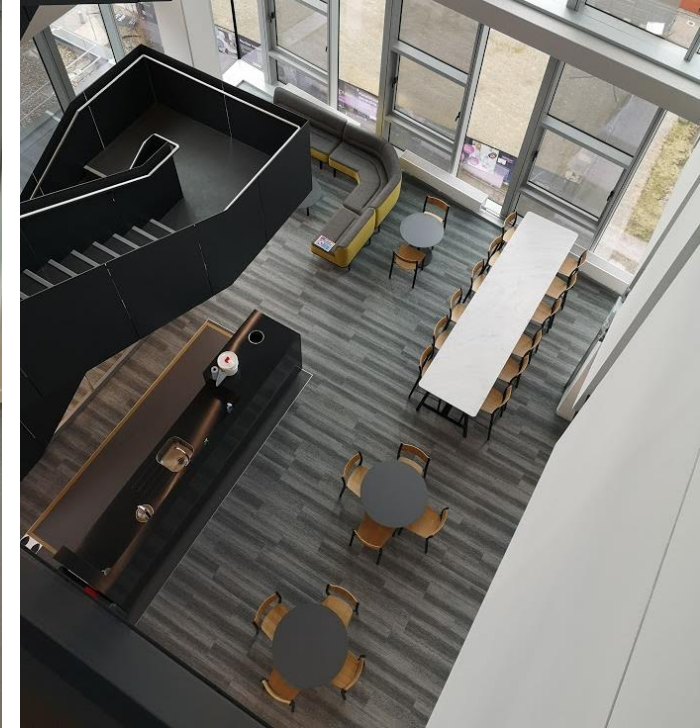
- Lockable storage
- Under-desk drawer
- Additional wall-mounted shelving
- Access to additional space in the central storewall

Storage wall space allocations will be discussed on site; contact Alyson Gates if you have materials that need to go there.



## Engagement and Collaboration Spaces

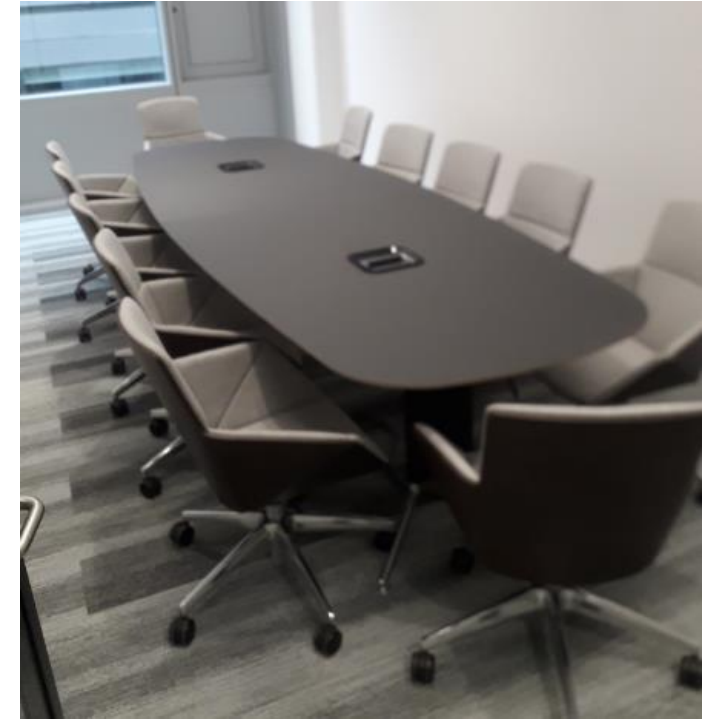
Community Hubs – Mezzanine, 3<sup>rd</sup> and 5<sup>th</sup> Floors





## Engagement and Collaboration Spaces

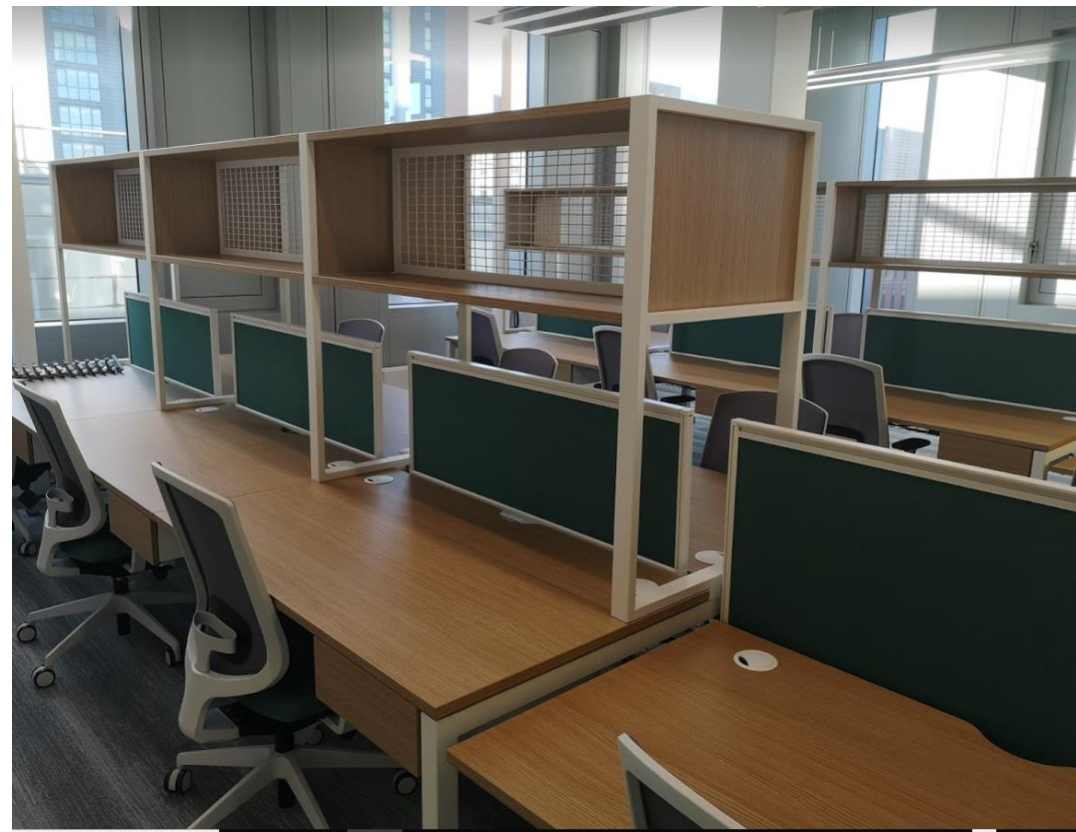
### Meeting Rooms – 1<sup>st</sup> Floor





# Office Spaces

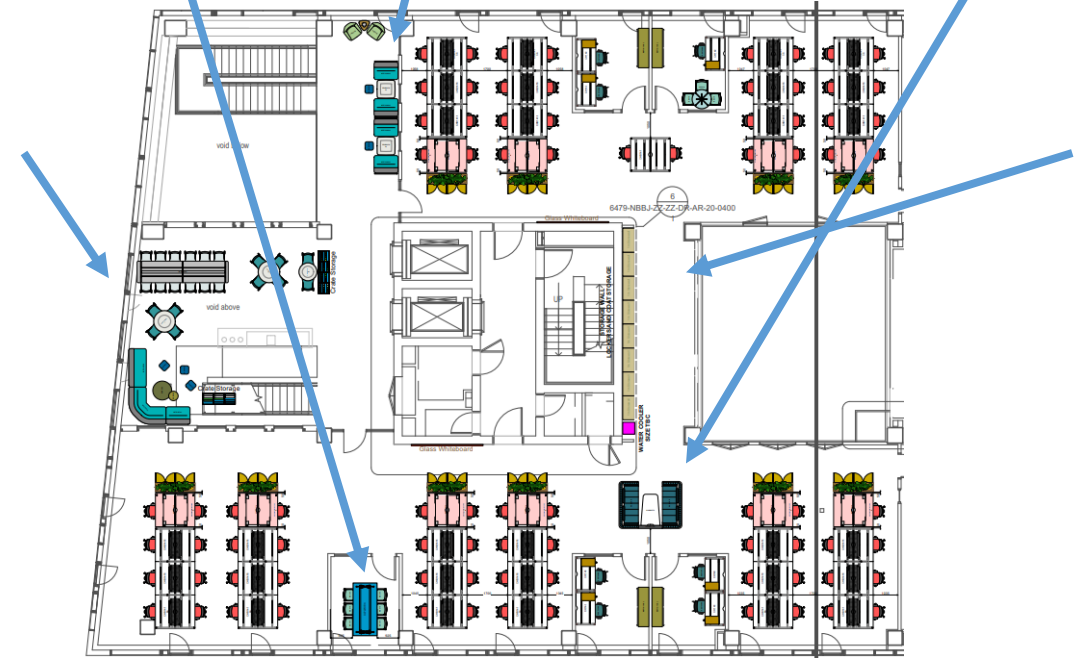
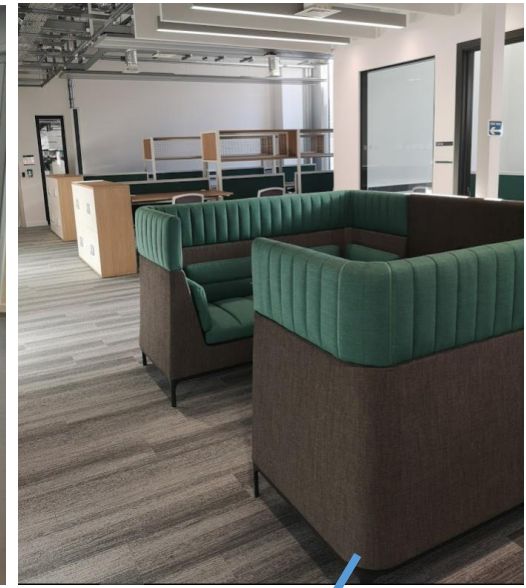
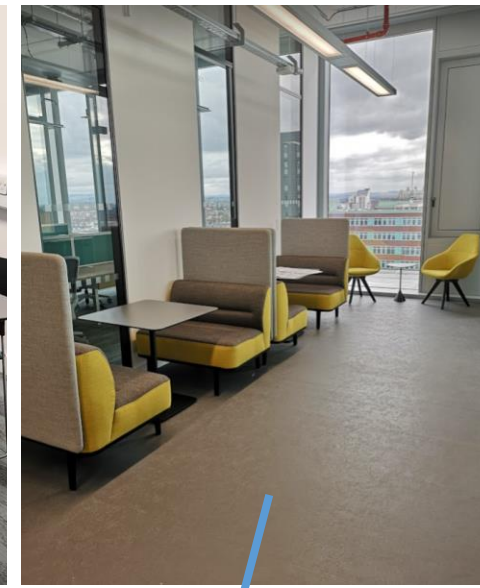
## Research Group offices





## Meeting spaces and hot desking

- Corridor seating
- Community Hubs on Mezzanine, 3rd and 5<sup>th</sup> floors
- Seating booth in office space
- Mini-meeting rooms
- Hot desks tables
- Academic offices



3<sup>rd</sup> Floor

## Facilities

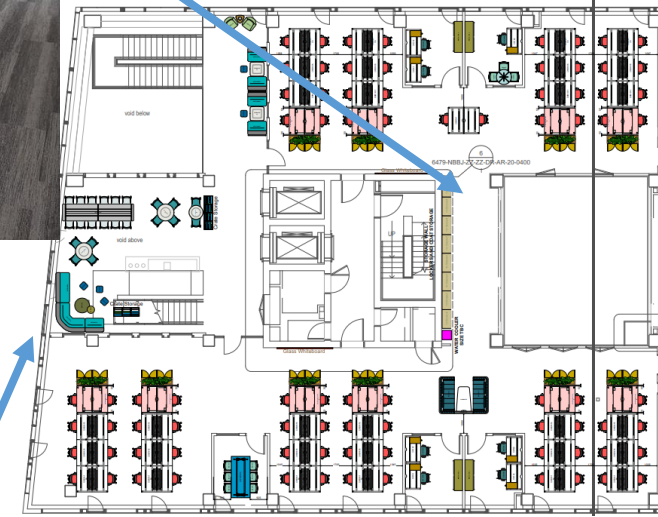
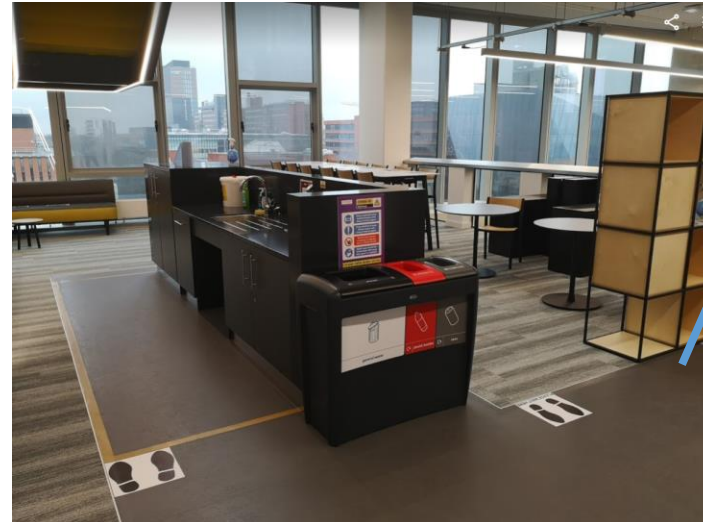
### Central Corridor (in the office space)

- Storewall for shared materials
  - Locked cupboards/drawers will be allocated to research and technical groups
  - Central bookcase for shared resources
- Xerox printer
- Confidential waste
- General waste and recycling bins
- Water cooler
- Additional fridges



### Community Hub

- Hot water tap (hot drinks)
- Fridge
- Microwave
- Kettle
- Dishwasher





# Royce Landscaping Project (front of the building)

Royce Hub  
Building



**04.** New covered two-tier cycle parking has been introduced for 36 spaces, alongside an additional ancillary 24 hooped spaces.

**06.** A focal hard paved space, with benches, seat-cubes and picnic sets. Lots of large trees, lawn spaces, shrubs, native bulbs and wildflower planting.

# Actions for Group Members

- **Scheduling Access** - Email Alyson Gates to advise on what day(s) before Monday 25<sup>th</sup> April you would like to access your previous office. Please send this to us as soon as possible so we have an up to date list for the crate and clearance material deliveries.
- **Review the attached 'Royce Move and Packing Activities' risk assessment** and return it signed off.
- **Complete the [Royce IT Equipment Survey](#)** on arrival in your office so we can ensure your MAC address is added to the Royce network.
- **Pack your crate** with desk materials and small IT equipment; unplug and **leave your IT workstation equipment** (i.e. monitor and PC) on your desk.
- **Leave your space safe and tidy** with clear access to collect the crates, waste bags and IT equipment (i.e. no trailing cables). Items that are going to be moved to Royce must be clearly labelled. Waste bags tied up and left neatly by the bins for collection. Any 'unknown items/heritage items' should be left neatly to the side and labelled (date and what it is).

## Advise Alyson Gates ASAP if:

- You have a genuine reason to leave something behind
- You have **other items** not classed as IT equipment or crates (including plants, DSE equipment or shared office materials)
- You are aware of **other spaces/cupboards in your area** which you will also be clearing.

# Queries and topics discussed in the meetings

- **New IT equipment** is ordered through your Department. Please speak to your supervisor if you need replacement kit or you are a new starter.
- **For colleagues who left during COVID**, please speak to your supervisor first. They may want to come back in to collect items, or they may want everything left behind to be disposed of. Some of the remaining IT equipment may be redistributed to others in the group.
- **Online inductions for Royce** take place every other Tuesday at 2pm over Zoom.
- **On-site inductions for Royce** covering general and office access take place on Wednesdays at 3:30pm.
- If you need a **car parking space** when accessing North Campus to clear your office, please let Alyson know (with advance notice)
- Card access to Royce will be activated following the completion of your inductions. The revolving doors are open when the Reception desk is staffed.

# Supporting Links

## Royce Move Activities and Operations

- Please send any questions to Alyson gates.
- Please see the Royce Intranet pages for supporting information: [www.staffnet.manchester.ac.uk/royce/hub](http://www.staffnet.manchester.ac.uk/royce/hub)

## North Campus Clearance Activity

- Departments are leading on clearance and space closures on North Campus; contact your DSOM (Deputy School Operations Manager) with any queries
- More information is available on the StaffNet Pages: [North Campus Clearance | Faculty of Science and Engineering | StaffNet | The University of Manchester](#)

## Information Security and Confidential Waste

- More information on secure disposal of sensitive materials: [Disposal of confidential material \(shredding\) | Information Governance Office | StaffNet | The University of Manchester](#)
- Record Retention Schedule: [Records Retention Schedule \(The University of Manchester\)](#)