

# Moving Instructions – June 2023 Move to Temporary Premises, Campus Borlänge



## Moving Dates

In weeks 25 and 26 (19-30 June) the move to Hus 26 (Trafikverket) will take place as follows.

- In week 25, DIH (School of Information and Engineering) will move.
- At the end of week 25, the Energikompetenscentrum will move.
- In week 26, EBT (School of Information and Engineering) will move.
- In week 26, everyone from the School of Culture and Society will move.

## Move Within the Current Campus Building

In week 26, ITE (School of Information and Engineering) will move offices within the current campus building.

In week 26, library staff will move within the current campus building.

In week 26, other staff from Support Services (Stödet) who are affected will move. Some will move within the current campus building.

You do not need to be on site during the time of the move; however, it is important that you have packed and labelled your belongings no later than the week prior to your move.

## Office Allocation

By now, most staff have been allocated a specific room and will know the number of their room. If you do not know, contact your immediate manager.

Some staff will *not* have their own room; instead, they will be able to use so-called *lånekontor* (non-allocated offices that they can simply “borrow”). The respective department/school will organise the labelling of equipment/furniture for these.

## Packing and Boxes

Moving boxes can be found in the current campus building.

You need to pack the following into boxes:

- Computer screens and other such equipment
- Books, binders and similar material
- Table lamps, etc.

Computer screens are easily damaged. This is why it is important that you place them with the front of the screen facing the long side of the box and then pack other belongings behind the screen.

Books are heavy. Therefore, never pack a box more than half full of books (or other heavy material). Fill the rest of the box with lighter items or simply leave half-empty.

## Artwork/Paintings

Individual employees should not pack artwork. This applies to both what is in your private office and what is in the common areas such as corridors and staff rooms. Campus facilities staff (*vaktmästeriet*) will organise the packing and move of artwork.

## Labelling

Labels have been distributed to staff.

Label your cardboard boxes, office chair, etc. with the room number you are moving to, the name of your department, and your first and last names.

The move coordinator will label desks and shelves. This has to do with the reuse of furniture in the new campus building.

## Clearing Out

Begin clearing out your office well ahead of the move. Bins are available (on campus) for the correct disposal of such items as metal and electronics.

## Storage

Storage is available for items that are going to the new campus building but that will not be needed in the coming year. Use special labels for these and contact the campus facilities office (*vaktmästeriet*) for information.

## Office Furniture in Hus 26

The offices are furnished with

- desk
- office chair
- shelves
- an extra chair for visitors

Note that the desk in your new office space may not be the same as the one you use right now. However, you will most likely have the same type of chair: this will depend on availability.

Shelving will be standard, as per agreement with heads of department. Changes to this may be possible at a later date.

## Non-Allocated Offices (Lånekontor)

Some employees currently have their own permanent office; however, after the move, some will only have access to space in one of the so-called *lånekontor* instead. For these rooms, there needs to be someone who can act as coordinator within the university school who can organise and label the computer screens, office chairs, etc. that will be moved to the *lånekontor*.

### **Keycards (passerkort) and Keys**

Your current keycard and keys for Campus Borlänge will also work in Hus 26.

### **Computer Sockets**

These will be the same as in the current campus building.

### **Unpacking**

Employees will unpack their own boxes. If you can install your own computer equipment, then please do so; however, you can also request help from the Department of IT and Digital Infrastructure.

### **Summer Vacation**

You need to ensure you have packed everything before you leave for your summer vacation and one week ahead of your move.

### **Project Manager**

The project manager for the move is Lennart Ilke, ile@du.se.