

Staff & Site Relocation Plan

Chapter 6

Staff/Site Relocation Plan

The Facilities & Logistics Subcommittee will collaborate and communicate a comprehensive plan for staff moves.

February

- Develop a Detailed Relocation Timeline:
 - Create a step-by-step schedule outlining all tasks leading up to the move, during the move, and post-move, ensuring alignment with the school calendar to minimize disruption.
 - Set clear deadlines for each task and assign them to responsible individuals or teams.

March

- Coordinate with Service Providers:
 - Engage with professional movers, IT specialists, and other necessary service providers to schedule services and discuss specific requirements.
 - Ensure all service providers are aware of the timeline and any special considerations for the move.

April

- Communicate Relocation Plans:
 - Inform all staff, students, parents, and interest-holders about the upcoming move, providing details on timelines, new locations, and any changes to routines.
 - Establish a point of contact for questions and provide regular updates to keep everyone informed.
 - Secure and transport items to the new location.
 - Confirm that all resources are safely accounted for.

May

- Packing Materials:
 - Procure necessary packing supplies, including boxes, bubble wrap, labels, and specialized containers for sensitive equipment.
 - Distribute packing materials to departments and provide guidelines on packing procedures.
- Begin Packing:
 - Checklists and guides provided to all teams. Start packing items that are not required for daily operations, clearly labeling boxes with contents and designated locations in the new facility.
 - Ensure that fragile and valuable items are packed securely and labeled appropriately.
 - Start packing items that are not required for daily operations, clearly labeling boxes with contents and designated locations in the new facility.
 - Ensure that fragile and valuable items are packed securely and labeled appropriately.
- Confirm Logistics with Movers:
 - Reconfirm moving dates, access points, and any special requirements with the moving company.
 - Ensure that all necessary permits and permissions are secured for moving day.

June

- Execute the Move:
 - Oversee the packing of remaining items and the loading of all goods onto moving vehicles.
 - Ensure that all items are transported to the new location and placed in their designated areas as per the floor plan.
 - Packers will pack the rooms; Staff asked to pack personal or fragile items.

- Set Up New Facility:
 - Unpack essential items and set up workspaces to ensure that staff can resume their duties with minimal disruption.
 - Test all IT and communication systems to confirm they are operational

July

- Post-Move Review:
 - Conduct a walkthrough of the new facility to identify any issues or areas that require attention
- Address Outstanding Tasks:
 - Complete the unpacking of non-essential items and ensure all areas are fully operational
 - Resolve any issues identified during the post-move review and implement improvements as needed

August

- Unpacking and Set Up:
 - Unpacking and setting up resources in the new environment
 - Verifying that all equipment and materials are operational
 - Addressing immediate logistical challenges