



## The Professional Services Hub

### Countdown to opening: 2 weeks to go

#### On the move!

- A reminder that your move date is Friday 8th March!
- Please pack, and label, all of your items to be moved by 5pm on Friday 8th March at the latest.
- Remember that this move is a swap so there is no time in between to prepare the floors. It is more important than ever that everyone leaves their areas clear with no rubbish, and no unidentified filing. Please leave keys in all lockers and cabinets for the next occupants.
- We will try to minimise downtime but there will be a lot of activity on the Friday, however you will still be able to work as usual.

#### Packing up

- Crates will be delivered on Wednesday 27th February. Please help yourself – one locker crate per person. Label instructions are below.
- Please pack your locker contents into the small locker crates provided
- The movers will be in from 9am on Friday 8th March and will move crates once they are packed.
- Take any items out of the fridge and pack any personal kitchenware. The kitchens and fridges will get a thorough clean.
- If you have anything really valuable or sentimental please take it home during the move.
- Do not label your chair unless it is an approved ergonomic chair assigned through the DSE assessments

#### Packing and removal of filing

- The removal company will pack, move and unpack all of your filing.
- They will deliver crates for the filing on Friday 8th March. A contact from your department will work with the project team to assign your filing to the cabinets in your new area. This is to make things as easy as possible for you and to help with a calm, smooth Day 1 in your new location.
- Please make as much filing as possible available to be packed from 9am.

#### Neighbourhoods

- Attached to the main email are the floor plans showing the neighbourhoods.
- Your department rep will assign the lockers in advance of the move and you will receive labels with your name and new locker location on it

#### Crate labelling

- Labels will be delivered w/c 4th March. They will be pre-printed with your name and locker number or cabinet and shelf number.
- For any other items such as coat stands, footrests, approved ergonomic chairs and any other big items please use a blank label. Be sure to put the floor, your name and team name and a desk number from your neighbourhood.
- Each crate should be clearly labelled.
- Please put the labels on the short ends / side of the crates. If they are put on the top they can't be seen when the crates are stacked.
- When the crate is packed, please secure by attaching a cable tie at each end.
- Please take note of UCL's manual handling guidance when moving or lifting crates.

#### IT

- Laptops should be taken home during the move. Please be mindful of UCL's Information Security Policies.

- Don't pack any other IT kit. If you have any special kit make sure you let the ISD team know before the move so that they can accommodate it. Otherwise all desks will have the standard Agile set up.
- On Day 1 there will be floorwalkers on each floor from ISD, the removal company and the project team. Please don't hesitate to report all your issues so that they can be resolved ASAP.

### **Keys and furniture**

- Please leave all cabinet and locker keys in the locks for the next occupants
- If you currently don't have a key please let your move rep know so that they can inform the project team

### **Archiving boxes, Confidential Waste, Rubbish**

- This is a great opportunity to look inside your cabinets and have a good clear out.
- If you require additional recycling or confidential waste bins please contact your local administrator to order some before the move
- Make sure that any archiving is taken before the day of the move to ensure it is safely stored

### **Emptying crates**

- The removal company will be around on Day 1 in the Hub and Bidborough House to help clear any crates as they become free.
- Please try to unpack as soon as possible so that we can settle in and get on with business as usual!

### **Webpages and email signatures**

- Don't forget to update your team webpage and your email signatures: Bidborough House, 38-50 Bidborough St, Kings Cross, London WC1H 9BT or 1 St Martin's Le Grand, London, EC1A 4AS

### **Tea points and kitchens, tea and coffee**

- There are two kitchens in 1 St Martin's Le Grand. They are both for use by all staff.
- There are kitchens in the central core of Bidborough House which are shared by each floor. There are tea points in the West end of each floor. Please be aware that 6th floor doesn't have a kitchen and not every area has a tea point so these are all shared facilities.
- Bidborough House also has a Courtyard Garden. It is a non-smoking area, allocated as a quiet/green space for staff to relax in. This can be accessed from the west end lift/stair area.

### **Meeting Rooms**

- Please rebook all your meetings to the meeting rooms in your new building.

### **Clear desk policy & agile working**

- There are no changes to the current Agile working policy - A clear desk policy is employed across the building, this means everyone is expected to clear their desk at the end of each day and pack away items into personal lockers and team storage.

### **Bidborough House building information & Safety information**

- Building guides for both buildings are available with information on facilities and opening hours.
- Fire Safety briefings will be arranged for Weeks 1 & 2
- If you need to get access to the bike racks in your new location please contact your local administrator who can request it through security.

### **Reminder of opening hours**

#### **Bidborough House**

- Main reception is open 8am–6pm and all floors will have open access between these times. The revolving west door is open 24/7, and access to the Courtyard is via the west core.

#### **1 St Martins Le Grand**

- The building is staffed at all times however the main reception hours are 08.00 – 19.00 Monday to Friday.

### **Questions**

- Please direct these to your line manager who can contact the hub team or the move team

Thank you for your patience and co-operation, look forward to seeing you all on Day 1!