

LARTS PRE-MOVE PLAN AND INFORMATION PACKAGE

Dear Faculty and Staff:

Please be advised that this document will outline the upcoming relocation process for the LARTS Building Restoration Project, which will affect your department. This document will explain responsibilities, the packing/labeling process, and the relocation schedule.

We are aware that moving your workplace can seem stressful at times. To ensure this relocation is completed with as much ease as possible, Left Field Project Management, with the guidance of the UMassD Master Planning Department, will plan, advise, and oversee all aspects of the move.

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1. Move Team Introduction
2. Responsibilities
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To learn more about the LARTS project, please visit the [LARTS Restoration website](#).



MOVE TEAM

UMass Dartmouth Team



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RESPONSIBILITIES

Your main responsibilities for move preparation are to do the following:

1. Dispose of all records that no longer need to be retained and all unwanted items. Please refer to the [UMass Record Management Retention & Disposition Policy](#).
2. Bring home the following items:
 - Personal Items
 - All wall-hanging items (awards, pictures, etc.)
 - Mini Fridges/Microwaves/Coffee Makers (We will not be storing any appliances. If they are not brought home, they will be donated)
 - Any other items you may want or need for the duration of the renovation.
3. Pack/Label boxes that will go into temporary storage for the duration of the renovation.
 - **Do not label any furniture unless told otherwise.**
 - **Do not label your personal items. Please take them home.**
4. Please leave all printers and desktop computer equipment. CITS will process those items. Make sure to take with you any laptops, tablets, and other mobile devices. Notify your department chair and administrative assistant if you wish to take a monitor, keyboard, mouse, and docking station with you for the duration of the project.



RESPONSIBILITIES

Notes:

- Shared hotel office space will be available for all faculty members for the duration of the renovation project. An online reservation system will be provided so that faculty can book office space.
- Shared office space will be available for all department administrative assistants for the duration of the renovation project.
- All Administrative Assistant's office supplies should be packed and **Green labels** placed on boxes that will be moved to the temporary swing space.
- All furniture must be emptied before departing for the summer. All personal items should be brought home. All non-personal items that will not be needed during the renovation should be packed, and **Yellow labels** placed on boxes that will be moved to long term storage.
- All boxes need to be fully closed and labeled.
- Personnel files will be stored in securely sealed boxes, wrapped on pallets, and stored in our off-campus storage facility. The storage space will be locked and under video surveillance at all times. Place **Purple labels** on all boxes containing personnel files and include the department name.
- Research Files – IRB documents will be placed in a locked storage room in the Foster Administration building. Investigators must place IRB materials in moving boxes, place **Brown labels** on all the boxes, and include the PI name, protocol numbers, and associated titles. All boxes should be securely taped and closed to ensure confidentiality during transport and storage.

RESPONSIBILITIES

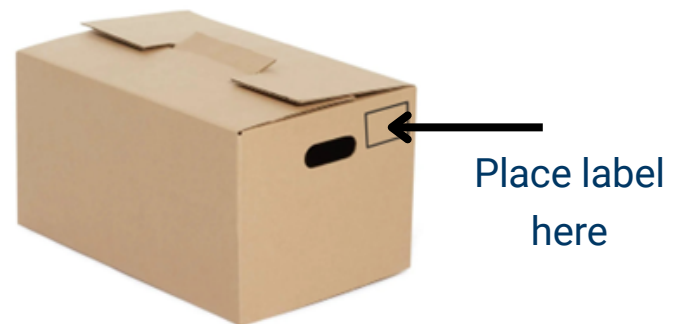
Labeling:

Each label should have a clearly-written **department** on the left and your **first & last name** on the right.

For items going to swing space - GREEN		
FLOOR	ROOM	PIECE
History		Mary Smith

For items going to storage - YELLOW		
FLOOR	ROOM	PIECE
History		Mary Smith

For IRB items - BROWN		
FLOOR	ROOM	PIECE
psychology	IRB-2024-0045	Mary Smith



*If you need to use additional labels for IRB items, please do so!

Labels should be placed on the short side of box so they can be easily seen when stacked.

LARTS MOVE SCHEDULE

January 29, 2025:

- Move Team members will be holding an informational forum on the move process and how to prepare accordingly.

February 15 to February 28:

- Book recycling event

March 10 to March 16:

- Spring Break early move-out for the CAS Dean's Office, Leduc Center, and College Now.

April 1 to April 30:

- Final month before move begins.
- Use the final month to complete any final packing and preparation for the move.

May 12:

- Move out of LARTS begins with the ground floor and first floor classrooms and general spaces will begin to be emptied throughout the week.

May 18:

- Building closure and last day of faculty & staff access to building

May 19:

- Large scale move out begins.
- All spaces within LARTS building will be cleaned out.
- Only construction and moving vendors will have access to building