

Move guide

Department of Biomedical Engineering

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Agenda.

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- 1 How your move works – clean out and packing
 - 2 Preparation
 - 3 Schedule - link
 - 4 Packing material
 - 5 Q & A BSL2 Labs
 - 6 Who is who?
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Move guide

How your move works

ONLY LABELED BOXES AND EQUIPMENT WILL BE MOVED



LAB Clean-up

- Make sure that all lab equipment has been cleaned, is solvent free and decontaminated according to **University standards.**
- **Lab surfaces need to be cleaned too, afterwards you have to fill a decontamination declaration.**
- Containers will be provided in week 46 and set up in front of the goods elevator on the 3rd and 4th floor
- Chemicals, solvents and contaminated goods:
Collection of chemical goods: **OG 3 in room 14.03.028 at 8.& 9. Dec. 2022 and OG 4 in room 14.04.025 at 12 Dec. 2022**
- Biological waste (ask Olivier Braissant before 28/11/22, if you have a large amount please ask earlier)
- Electrical, glass waste etc. use the building containers (4th floor)

Waste handling



Packing guide

- Plastic cases for smaller items, books, cables etc. will be available 6 weeks prior to the move
- Unplug all devices and LAB IT label, pack keyboard and mouse in plastic bag and cover screens with screen bags
- Device < 15kg pack in big boxes or put on pallets with frame(s)
- Device > 15kg will be packed by movers, make sure all are labelled
- Lab equipment needs to be cleaned and transport ready (disconnect all media and electricity, tubes etc.)
- No need to stack the boxes onto the pallets.

If you are absent, delegate the packing and labelling of your belongings to a colleague

Move guide

Preparation



Labels

- You will receive two types of labels:
 - a) White labels for your personal belongings (including IT)
 - b) Colored labels for Lab-items/equipment etc.
- 1 label per pallet or big box is sufficient
- make sure fridges, freezers and big equipment (air tables etc.) are labelled too

Office move

Move date:

WSL:

Floor:

Room:

LAB equipment move

Move date:

Building:

Floor:

Room:



Packing material

- A huge variety of packing material is available see page 6
- A stack of pre-assessed packing material will be delivered to the agreed storage place on your floor
- Additional material can be ordered / please allow 48h handling time
- 1st delivery in week 44 (around 1st November)



Freezers & Fridges

- -20°C freezers will be moved with content / put some bubble wrap to keep samples from moving around
- +4°C fridges must be emptied / cooling boxes will be provided
- -80°C freezers: make sure they are disconnected from the alarm system
- **Movers will wrap freezers/fridges with foil to secure the doors**



IT + Phones

- Personal IT: unplug and label, pack keyboard and mouse in plastic bag and cover screens with screen bags, leave all on desk
- Phones: new setup with new numbers in LABs only (personal soft phones on your computer)

Move guide link to schedule

<https://dbe-grid.dbe.unibas.ch/index.php/move-schedule/>

Move guide

Packing material and Purpose



Grid car

- ❖ Workstation
- ❖ Screen
- ❖ Printer



Plastic case

- ❖ Small items
- ❖ Books
- ❖ cables



Big-Box

- ❖ Microscopes
- ❖ Devices Pallet frames staple max 3
- ❖ Fragile items



Pallet

- ❖ Heavy equipment
- ❖ Big items



Max 3 high

Frame for pallet

- ❖ Secure items on pallet
- ❖ Fill up with consumables



Stretch foil

- ❖ to protect & secure items
- will be done by movers



Foam

- ❖ item protection in boxes and cases



Bubble foil

- ❖ protection



Screen cover



Keyboard bag

Move guide

BSL2 Lab handling

question	answer	comments
need of more or packing material /labels etc.	send an email to: d.rupp@sabatongroup.com	Cc to sandra.brandenberger@unibas.ch
hand over BSL2 labs	Safety declaration for devices & rooms at door	
leaving old equipment and devices	attach a "declaration of decontaminaton for devices from labs" on each, get it from Olivier Braissant	Please sign the form
deposit of used packing material	bring to dedicated areas on floor	daily pick-up in the evening (reusable blister foil, boxes, pallets, frames, big boxes and special boxes) - please do not abuse this zone as a waste disposal!
who will put big equipment on pallets and wrap them for transportation?	Leave big items unplugged, clean and labeled on the bench or in the lab	the movers will lift them down and secure/wrap them on pallets
empty glas bottles packing	first pack in blister foil or tissue paper and then into boxes	use plastic boxes
by when should we use the new address? Delivery address	January, 1st for mail December, 5th for deliveries Deliveries for MIRACLE, CF MiNa, Gait-Lab, BSL2-Zone to 167c, For BMC, FCA to 167b,	Department of Biomedical Engineering Hegenheimermattweg 167c 4123 Allschwil

Move guide who is who?

Who is who?

Function	Name	Email
Waste Management	Beat Göpfert	Beat.goepfert@unibas.ch Mobile: +41 79 753 44 55
Hazardous goods	Olivier Braissant	Olivier.braissant@unibas.ch Mobile: +41 76 269 16 56 (for urgent matter)
Relocation Coordinator	Sandra Brandenberger	Sandra.brandenberger@unibas.ch Mobile: +41 79 195 71 72
Move Helpdesk	Daniela Rupp	d.rupp@sabatongroup.com