LSA Moving Guide
(Helpful Hints)

(LSA Facilities and Operations—764-0323)

Planning for the move

M-6 months	☑ Get floor plans of your new space, including room numbers ☑ Assign offices (to see furniture needs) ☑ Furniture inventory and assess furniture needs
M-3 months	☑ Work with your assigned LSA Facilities Manager concerning signage needs for your new space ☑ Review University guidelines for record retention and begin clearing out files ☑ Notify Mail Services of your upcoming move
M-2 months	☑ Contact copier service provider to arrange for copier move (raise a PO) ☑ Decide on location of phone, fax & data lines in offices and forward information to LSA Facilities (see format below) <table><tr><td>Current office</td><td>Current jack</td><td>Name</td><td>Phone number</td><td>New office</td><td>Jack location</td></tr><tr><td>4315 Dana</td><td>4315-09</td><td>J. Smith</td><td>764-6383</td><td>2246 LSA</td><td>2246-01A</td></tr></table> ☑ Contact U of M Waste Management to get extra trash and recycle bins ☑ Work with LSA Facilities and Operations office on arranging for the move (who will be the vendor)—can the elevators handle the move (this will affect the timing). ☑ Contact your Facilities Manager with information on the electrical needs for your copier.
M-1 month	☑ Decide on key mapping of new space. Complete key requisitions for new space (if department will pay for new keys, process a work request and add the number to the key req). ☑ Contact Managed Copier Program or manufacturer to arrange copier move. ☑ Order new stationary & business cards ☑ This is a good opportunity to sort and clear things out—recycle or discard old papers and materials; have a book sale ☑ Obtain copies of floor plans and individual office layouts from LSA Facilities; draw in furniture and phone location on the office layout (you can use the BHG Arrange a Room website to do this: http://www.bhg.com/bhg/file.jhtml?item=/dswmedia/index&temp=yes.

M-2 weeks	☑ Contact Mail Services with your new address. ☑ Notify your contacts of your new address: financial operations, LKAG, Dean's Office, Chairs & Directors mailing, on-line directory, e-mail signature, web site, service contracts, department newsletter mailing list, donor lists, etc. ☑ Begin planning for packing (if the move is during the summer months, have faculty pack their office prior to their leaving). Empty desks and bookcases; file cabinets can be moved full. Get packing materials from Mark Burns (burnsmo@umich.edu, 936-2020) ☑ LSA Facilities and Operations will support up to $500 for temporary help to assist in packing. ☑ Find out where to park at the new location ☑ Contact LSA-IT CSG (or your in-house IT support organization) to schedule the setting up of computers at the new location and to let them know of any special needs you may have. ☑ Update your information on the on-line directory ☑ Update departmental web page with new information
Move Day	☑ Post signs in your old office location letting visitors know how to get in touch with you and the location of your new space. ☑ If possible, have a cell phone to pick up calls and aid in communication. ☑ Post the office layouts on the office door to assist the movers in putting the furniture in the correct place. ☑ Have two people available at both the move out and move in spaces (letting the movers know where to take items). ☑ Unpacking—most faculty and staff want to take care of their own unpacking.

If moving to an off campus site

- ✓ Get a copy of the lease from LSA Facilities and Operations
- ✓ Find out who your contact is for dealing with the landlord
- ✓ Work with your LSA Facilities Manager to arrange for transfer of custodial services
- ✓ Understand who has responsibility for maintenance in leased property (new keys, heating and air conditioning, water leaks, plumbing problems, light bulbs)—work with your Facilities Manager
- ✓ Special needs that may not be available or set up for in the new space: copier, fax, refrigerator, computer & furniture for support staff, coffee machine, microwave
- ✓ Mail services
- ✓ Parking issues for University service vehicles
- ✓ Coffee service: Arbor Mitchell will not deliver to two locations during the move—department must be responsible for delivery to second site.

University units and others you may be dealing with….

- ✓ LSA Facilities & Operations 764-0323
- ✓ Interior Design 764-8294
- ✓ ITCom 763-2000
- ✓ LSA-IT 936-3279
- ✓ Copier service companies (number should be posted on the copier)
- ✓ Key Office 764-3482
- ✓ Mail Services 764-9227
- ✓ Waste Management & Recycling 764-3422
- ✓ POCC (Plant Operations Call Center for work requests) 647-2059

Who pays for what….

The College will pay for:

‣ Moving & Trucking or moving company services
‣ Moving supplies
‣ ITCom charges for moving phone & data lines
‣ Furniture that is built into the budget of the project
‣ Up to $500.00 for temporary help to assist in packing / unpacking
‣ Pre-planned renovations for new space to accommodate departmental needs

The Department will pay for:

‣ New furniture that is not built into the budget of the project
‣ Renovations that are not part of the project scope
‣ Stationary
‣ Business cards
‣ Keys
‣ Additional equipment that is not part of the project scope

Phone and Data Moves

As always, the Office of Facilities and Operations is available to help with your move preparation. Approximately two months prior to your scheduled move, you will need to get the information on your phone and data moves to ITCom. This can be done in the form of a spreadsheet listing:

- a. Current office location
- b. Current jack
- c. Person's name
- d. Phone number
- e. New office location
- f. New jack number

Current office	Current jack	Name	Phone number	New office	New jack
4315 Dana	4315-09	J. Smith	764-6383	2246 LSA	2246-01A
4315 Dana	4315-09	M. Jones	764-9122	2244 LSA	north wall

The Office of Facilities and Operations can print a key plan of your new space, along with the location of electrical, phone & data jacks in each room. This will facilitate your furniture layout in the new office and the location of the phone & data jacks that need to be activated.

All services that you have for each phone (call pickup, voicemail, etc.) will move with the phone to the new location unless you indicate this on the spreadsheet

If you do not have a jack number for the new location, you may want to indicate the location in the room of the jack that you want activated (you can get this from the key plan mentioned above).

You can view your current phone inventory by going to the ITCom Online Service Center at:
https://blue.itcom.itd.umich.edu/UofM/WebObjects/OnLineServiceCenter
The department administrator has access to your departmental information. The administrator can also issue proxies for access to your department information.

- ‣ On the home page, under reports you will see Inventory and Location Report: click on VIEW
- ‣ Choose the department ID and date of the most recent report from the pull down menu
- ‣ Click on Generate Report

This report will show the building, room and jack number, as well as all features for the each phone number in your unit.

Mail Services / Address Updates

Please coordinate your plans with LSA Facilities & Operations so there is no duplication of effort.

For anyone moving to a new building, you can get the address from your Facilities Manager.

Off-campus to On-campus move:
- Send a change of address form for the whole department to the Stadium Street Post Office
- Send notification to Mail Services (http://mbiz.bf.umich.edu/mailsvcs/index.htm) of the upcoming move, in this include:
  - Department name and DeptID address and zip where you are moving from
  - Department name and DeptID address and zip where you are moving to
- Let Mail Services know if this is a temporary or permanent move.

On-campus to Off-campus move:
- Send notification to Mail Services (http://mbiz.bf.umich.edu/mailsvcs/index.htm) of the upcoming move, in this include:
  - Department name and DeptID address and zip where you are moving from
  - Department name and DeptID address and zip where you are moving to
- Let Mail Services know if this is a temporary or permanent move.

One department with multiple location moves:
- Send notification to Mail Services (http://mbiz.bf.umich.edu/mailsvcs/index.htm) of the upcoming move, in this include:
  - Department name and DeptID address and zip where you are moving from
  - Department name and DeptID address and zip where you are moving to (it is best to send the mail to only one location—preferably to the location of the administrative office—then redistribute the mail to the other locations).
- Let Mail Services know if this is a temporary or permanent move.

Mail Services will take care of notifying the university units that need the information.
Mail Services will also send changes to USPS and UM units.

Key Office

Security/access planning:
Prior to your move, you should look at the system for keying your rooms. Are there common rooms that everyone should have access to? Are there office / lab combinations that one faculty should have access to with only one key? This information can be send to the Key Office in the form of a spreadsheet so these common rooms can be keyed to accept your needs. The College will not pay for the rekeying of all of your new space. Please feel free to contact your Facilities Manager or Barb Wexall when planning your new space.

Office	Occupant	Key also opens room #
2410 LSA	Staff A	2200 (Copier Room)

All keys should open	2500 LSA (Staff Lounge)

New Keys:
As you identify the new space for your faculty and staff, you will need to complete key requisitions in the normal manner.

Faculty and Staff pay:
‣ If your faculty & staff are paying for their keys and returning old ones, they will need to take the requisition to the Key Office themselves.
‣ When they return their old key, they will be eligible for a refund if they are the original owner (the key has not been passed on from a previous occupant) and they are in the Key Office database—they do not need to have their original receipt.

Work Request pay:
‣ If you are paying for the new keys through a work request number, you can forward all the key requisitions (with the appropriate signatures) to the key office in advance of your move. Write the key request number in the lower left box of the key requisition.
‣ All the work requests can be taken to the Key Office in advance of the move, they will process the requests and the department can take care of picking the keys up and distributing them to the faculty and staff.

Building Access:
‣ If you are moving to a new building that is equipped with autolock doors for entry into the building, you will need to ensure all your faculty and staff have valid M-Cards so they can enter the building after regular building hours. The key card system will need to be updated with the EmplID of all faculty and staff who should have after-hour access. Please send a list to the Facilities Office (bwexall@umich.edu) with the card holder's name and 8 digit EmplID so the system can be updated.

Address Changes

X-500 Directory

Remind the faculty and staff that they must update their information in the on-line directory personally. This cannot be done for a group.

Update your departmental web pages with your move information and your new address information.

Please remember to update your web page with information concerning your move. This can be done ahead of time with the anticipation of the move and/or on the date of the move.

Notification to Staff Records

The department can forward an Excel spreadsheet with all the changes for personnel in the unit. It can be sent to Donna Jedele (djedele@umich.edu). It should include Name, EmplID, new address, new zip code and new phone number (if it changes).

Name	EmplID	New Address	New Zip	New phone
Doe, Jane	123456	6543 Haven Hall	1045	no change
Smith, John	321654	6541 Haven Hall	1045	no change

Send address change to Dean's Office Staff

Please send a notification of your address change to the Dean's Office staff—Renee Silverthorn and Brenda Suliman in Academic Affairs need this information on a regular basis.

Send address change to mass mailing groups

Dean's & Director's
Student Services Groups
Provost Office
Space Analysis
OVPR

Following the instructions below will reduce the possibility of items being lost or damaged during the move. The department is responsible for making sure all items are packed and clearly labeled for the move. It may be helpful to have someone check each room that is to be vacated to make sure nothing is left behind, then put tape over the door to say that the room has been done and checked.

Moving your Copier

✓ If you have leased your copier through the MCR (managed copier program), you will need to contact Debby Burch (dburch@umich.edu) to arrange to have the copier moved. Since the copier is leased through this program, there will be no charge for the move.

  ‣ Contact your Facilities Manager with the electrical needs for the copier approximately 2 months prior to the move to ensure you have the needed power and outlet in place prior to your move.
  ‣ Please notify Debby approximately one month before the move. She will need the following information:
    □ Date of move **(copier can only be moved on Wednesday or Friday)**
    □ Serial number:
    □ ID number:
    □ Model number:
    □ Current room and building:
    □ Current street address:
    □ Contact person
    □ Contact person's phone number
    □ Move copier to (room & building):
    □ New street Address:
    □ New contact person
    □ New contact person's phone number.

✓ If you own the copier, purchased through Xerox or Canon, etc., you should contact the manufacturer to have the copier moved. They will require a purchase order or payment by P-Card in order to confirm the move.

Packing Boxes

✓ All items to be moved must be labeled with a new location (name, room number & building)
✓ Unlabeled items will not be moved
✓ Boxes need to be clearly labeled with marker on **end panels** with the room they are being moved to
✓ Don't pack boxes so heavy that they can't be lifted or so full that they can't be closed
✓ Boxes of books should be labeled "BOOKS" to prevent movers from setting heavy boxes on lighter ones
✓ Boxes with fragile items need to be labeled "FRAGILE" for proper handling (if you have valuable personal items that could be broken, you may want to take care of packing and moving them yourself).
✓ Labeling the contents of your boxes helps in the unpacking process!!

Furniture

✓ Label furniture with masking tape
✓ Unlabeled items will not be moved
✓ Filing cabinets:
  ‣ Lateral file cabinets: Two, three or four drawer lateral file cabinets do not need to be emptied for the move. For a five drawer cabinet, the first four drawers of lateral file cabinets do not need to be emptied, the fifth drawer does. Make sure the drawers are locked or secured with tape.

‣ Vertical file cabinets: Two drawer through five drawer vertical file cabinets do not need to be emptied for the move. Make sure the drawers are locked or secured with tape.
‣ There may be some exceptions for any file cabinets being moved from or into areas without elevators.

✓ Desks, bookshelves, and storage cabinets need to be emptied and contents should be boxed and labeled
✓ Any furniture items no longer wanted should be labeled "PROPERTY DISPOSITION" and left in place

A small sketch or diagram indicating the location of furniture will be needed for each room at the new space and can be taped to the outside of the door. Take note of electrical outlets, phone jacks, radiators, data ports and thermostats before choosing a location for these items.

The department is responsible for setting up a sequence (priority) for moving rooms.

Each unit needs to have at least two people at each site on moving day(s).

Personal items (non university items) are not covered by university insurance. It is recommended that personal items of value be moved by the owner.

Trash
Paper, trash and items being discarded must be discarded in the appropriate containers. Trash cannot just be left in spaces.

Tips for moving your computer

General

Moving an office computer essentially works like this: You take it apart and pack it. The moving company will take care of moving it to the new location. LSA IT (or your departmental IT staff) will assist in reassembling it.

That said, there are some details that you should know...

Don't panic! If you have a question about what to do prior to the move, call the LSA-IT Helpdesk at 936-3279. During the move itself, technicians will be on-site to assist you. We're here to help!

Use the attached computer packing crib sheet as you prepare for the move.

Pack carefully! Put all the peripheral pieces of your computer (ie. keyboard, mouse, speakers, etc.) in **_one_** packing box if possible. Label the box "Computer Parts" (on the **_sides_** of the box -- **_not_** the top) and indicate the new location. With this information you will be able to easily identify this box amongst all the others that are being moved and you can locate all the parts and reassemble your computer quickly.

Do **_not_** put the CPU (case with the CD drive) or the monitor in a packing box. The moving company will move them just the way they are.

When you get to your new location, you should first position the desk where your computer will be placed where you want it. Keep in mind that it needs to be near an electrical jack and a network jack. Then position your computer on your computer desk -- don't wait for LSA IT to position it for you. This will make the reconnection process move much more quickly.

Do your best to reconnect all the pieces of your computer that you disconnected and packed away. Again, this will make the reconnection process move more quickly. LSA IT will check all the cables to make sure that they're connected correctly.

Be patient! Don't expect to have a working computer for **_at least_** half a day after your furniture is in position! LSA IT will work hard to reassemble and test all the computers as efficiently as possible. However, there isn't any way around the reality that someone will be first and someone else will be last. (Not to mention the fact that other departments may have computer emergencies that require the attention of LSA IT during the move.)

LSA IT realizes that you may have a special need for a working computer before the furniture is completely moved and arranged. We can certainly make this happen. If this is going to be the case, please tell the LSA IT staff **_before_** you move!

LSA IT will talk with your office's administrative manager (and departmental IT staff if you have them) before your move to ensure that LSA IT knows **_where_** you're moving, **_when_** you're moving and whether your office has special needs. If you **_do_** have special needs, communicate them to your administrative manager so that LSA IT is aware of them.

Computer packing crib sheet

Packing your computer

1. Turn-off both the computer and the monitor.
2. Unplug the monitor from the computer.
3. Unplug the keyboard, mouse and speakers and put them in a packing box.
4. Unplug the power cable from the computer. Put it in the packing box.
5. Unplug the power cable from the monitor. Put it in the packing box.
6. Unplug the network cable (it looks like a big phone cable) from the computer and the wall/floor jack. Put it in the packing box.
7. Put a piece of masking tape on the computer. Write your name and new building/room number on the tape.
8. Put a piece of masking tape on the monitor. Write your name and new building/room number on the tape.
9. On the **sides** (not the top) of the packing box write your name, new building/room number and the words "Computer Parts" -- this enables you to locate all the pieces of your computer quickly.
10. Do **not** put your CPU or your monitor in packing boxes!

Packing your personal printer (or scanner, etc.)

1. Turn-off the printer
2. Unplug the printer cable from the computer. Then unplug that same printer cable from the printer itself. Put the printer cable in the same packing box that you used for your computer parts.
3. Unplug the power cable from the printer. Put it in the same packing box that you used for your computer parts.
4. Put a piece of masking tape on the printer. Write your name and new building/room number on the tape.
5. Do **not** put the printer in a packing box! The movers will move it just the way it is.

Packing your network printer

1. Turn-off the printer
2. Unplug the power cable from the printer. Put it in the same packing box that you used for your computer parts.
3. Unplug the network cable (it looks like a big phone cable) from the printer and the wall/floor jack. Put it in the same packing box that you used for your computer parts.
4. Put a piece of masking tape on the printer. Write your name and new building/room number on the tape.
5. Do **not** put the printer in a packing box! The movers will move it just the way it is.

Asset Management / Property Disposition / Ann Arbor Recycle

Identify items that will not be moved to your new location and mark them clearly "Property Disposition". Contact Mark Burns (burnsmo@umich.edu) when you are ready to have the items moved out to Property Disposition.

Please ensure that any furniture left behind, going to Property Disposition or to Ann Arbor Recycle or to be destroyed, must be empty—no papers, folders, pens, pencils or personal items can be left in desk drawers, file cabinets or bookcases.

All items that are tagged to go to Property Disposition must be accompanied by a Declaration of Surplus Form. Please work with Mark Burns or your Facilities Manager in completing this for. It is in an Excel format and can be found through the following URL. http://www.umich.edu/~ofa/PropDisp/99-SurplusForm.xls.

Any equipment that is listed in your inventory through Asset Management must be updated with Property Control, listing the new location. You can take care of this by e-mail by contacting amtransfers@umich.edu. This is usually used to transfer assets to a different unit, but can also be used to notify of a change of location.

Under certain circumstances, you can dispose of items through Ann Arbor Recycle (see the Green Clean section in this guide).

(to be distributed approximately six months prior to the scheduled move)

T H E U N I V E R S I T Y O F M I C H I G A N

[YOUR DEPT NAME] DEPARTMENT MEMORANDUM

To: [your dept name] faculty and graduate students

From: [Name of dept administrator or move coordinator]

Date:

Subject: Preparation for departmental move
_____

Most of you know that we are schedule to mover to [temporary or new] space in 2006. This memo summarizes the current state of planning as background for discussion at the next Department meeting.

     1. Timing and new location. The current plan calls for the Department to move to new quarters some time between [enter move dates]. The [your dept name] faculty and staff offices will be moving to [new building name]. Every effort has been made to ensure the move should not take place during classes and that the faculty office remains accessible to central campus.

(You will want to personalize this memo to cover the needs and concerns of your own department—whether you are moving to temporary space or new space, or are moving back to your renovated space. You may want to cover the reasons for the move, benefits and drawbacks, and to make sure the faculty & staff are aware of the fact that the LSA Facilities and Operations office is here to help).

If you have comments but can't attend the meeting, email [uniqname]@umich.edu.

(to be distributed 2 months prior to the move)

Department of [your dept name]

THE MOVE TO [NEW BUILDING NAME]
[Date of move]

M-DAY

Office assignments

We have completed the assigning of offices in [new building]. Your new office will be #_____. You will be sharing with _____. You may want to stop by the [your dept name] main office to see the location of your office on the floor plan. If two faculty members agree to swap offices, you must let [department administrator or move coordinator's name] know by [date two months prior to move], so there will be enough time to complete telephone orders.

Packing

Moving Instructions are attached. Briefly, they say:

- Files may be moved full. Lock them if you can and *if you have a key*.
- Bookcases must be emptied and books packed in boxes.
- Desks must be emptied of their contents.
- Label all boxes and furniture with your [new building name] office number.
- Make a sketch of how you would like furniture placed in the new office. Be sure your name or office number is on it. If we do not have a sketch, [department administrator or move coordinator's name] will use their best judgement on where the furniture should be placed. (You may want to go to the BHG Arrange a Room website for a tool in creating the furniture layout: http://www.bhg.com/bhg/file.jhtml?item=/dswmedia/index&temp=yes

Packing assistance

Let us know if you need assistance. We have a very small budget with which we can hire temporary help with packing. Faculty are expected to do as much packing as they can and give directions to an assistant.

Telephones

We expect faculty who will have [new building name] offices, even shared offices, to have their own phones. We will make every effort to transfer the numbers so they remain the same.

Schedule for moving

We do not know who will be moved first. We have to assume that everyone should be ready by [first date of move]. [Department administrator or move coordinator's name] will be making regular sweeps of the [old building name] offices to label belongings that are not labeled and check on progress in general. It will be very helpful if you are packed sooner, rather than later.

Close out process at the end of the move

1. Arrange to have someone walk through all your space once the move is complete to check for anything that may be left behind, to make sure any furniture left is the room is labeled for Property Disposition and is free of personal items or papers.
2. Place a sign on the door indicating that it has been checked and the move-out is complete—also indicate if there is anything in the room that is to go to Property Disposition.
3. Contact Mark Burns with a list of rooms that have furniture that will need to go to Property Disposition.

Post a sign at the building entrance and at the main office door indicating your new location and contact information. Here is ours.

EFFECTIVE APRIL 17, 2005

THE DEAN'S OFFICE STAFF CURRENTLY LOCATED IN THE DANA BUILDING
(HR, Budget & Finance, Curriculum, Recruitment & Scholarships and Facilities)

HAVE MOVED TO LSA BUILDING

CHECK THE WEBSITE

http://www.lsa.umich.edu/facstaff/people

FOR EXACT LOCATIONS /PHONES

Space Analysis Update

It may seem like an overwhelming task to look at updating your space for two locations in one year, but the Office of Space Analysis has made this easier for us in that we can forward an Excel spreadsheet to them with the pertinent information and they can do a "batch upload". They will still require that we visit the information during the annual reporting period and review the information and authorize that it is correct. It should simplify the process for the department.

Reporting information for space you are leaving:

‣   Run a Business Objects report showing all your space, using the fields that are in the "Space Inventory".
‣   Using the Save a Copy As command, save the information and paste it into an Excel spreadsheet
‣   Update only the information that will change
     o   ie. You are recording the information for a faculty office with a current room type of 310 / 01 and a room use function code of 0102 – 100%. You are moving in December. The room type should reflect a snapshot of February, thus if you are moving in December, the room type will change to 050 (inactive) and the room use function code would be changed to 50% 0102 (instruction/dept research) and 50% 0050 (inactive).
‣   Save a copy of the original information and a copy of the updated information on two sheets within the spreadsheet.

Original information

Bldg#	Floor	Rm#	SqFt	RmTyp	RmSubTyp	StnQty	RUMF	%%	RUMF	%%
1000170	04	4076	154	310	01	1	0102	100%		

Updated Information

Bldg#	Floor	Rm#	SqFt	RmTyp	RmSubTyp	StnQty	RUMF	%%	RUMF	%%
1000170	04	4076	154	050		1	0102	50%	0050	50%

‣   Forward the spreadsheet to the Office of Facilities and Operations (bwexall@umich.edu) for further processing and verification.

Reporting information for your new space in an existing building:

‣   Using your "Updated Information" spreadsheet (example above), add columns for room occupant, new building number, new room number and square footage.
‣   In Business Objects, run a space report of your new space (by building number and floor) which will show the square footage information by room number.
‣   Input the information for the new space into the original spreadsheet and forward to the Office of Facilities and Operations (bwexall@umich.edu) for further processing and verification

Reporting information for your new space in a new or newly renovated building:

‣ This cannot be done until the new space has been verified by Plant—Office of Space Information.
‣ Once this is available, we (the Office of Facilities and Operations) will send you a spreadsheet with the new space information and will ask that you update the spreadsheet with the relevant information (room type, room sub-type, station count, room use function code(s) and percentages).
‣ Forward the spreadsheet to the Office of Facilities and Operations (bwexall@umich.edu) for further processing and verification.

Green Clean Day Planning Guide

A practical guide for creating a successful Green Clean Day

A publication of U of M Waste Management Services
August 2005

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What is a Green Clean Day?

A Green Clean Day is a one-day event dedicated to the clean out of departmental office space organized to maximize recycling, reuse, and waste reduction. Green Clean Days originated with the Ross School of Business and have filtered throughout the University.

Why have a Green Clean Day?

Organizing a Green Clean Day is a great opportunity to create much needed space for filing and storage by purging files and materials. Additionally, a Green Clean Day will raise the awareness of waste generated by your department while examining what types of material can be recycled or reused internally. Reducing the amount of material that is landfilled through reuse and recycling creates a sense of community and goodwill through a fun team oriented clean out project. A Green Clean Day is an excellent way to save your department money through material exchange by setting up a reuse area or room where office supplies and other items can be swapped and exchanged. A Green Clean Day also gives employees a day to dress down and perform a task most never set aside the time for: clean.

How Do We Get Started?

Read the Green Clean Day planning guide and give Waste Management Services a call to start the ball rolling for your Green Clean Day.

How Waste Management Services Can Help

Waste Management Services can provide a variety of services and resources that can help make your Green Clean Day a success. These services and resources include:

- Green Clean Day Planning Guide

- Staff support at Green Clean Day planning meetings

- Staff information handouts and ideas

- Sign templates for collection of primary and secondary recyclable materials

- Delivery and pick-up of wheeled carts for material handling

- Additional recycling and waste dumpsters

- Post Green Clean Day collection of primary and secondary recyclable materials

Please contact us:

U of M Waste Management Services
1655 Dean Road
Ann Arbor, MI 48109-2159
recycle@umich.edu
www.recycle.umich.edu
(734) 763-5539

Checklist for a Successful Green Clean Day

Waste Management Services has developed this checklist to help departments and buildings plan a Green Clean Day to recover recyclable and reusable materials on a large scale. Use this checklist to plan a successful day.

Plan Ahead
Create A Team
- Talk with staff in your building to gauge interest
- Create a Green Clean Day team who will organize and facilitate the Green Clean Day
- Recruit team captains to lead specific committees during the Green Clean Day. Typical committees are listed below.

Communications – responsible for communicating to staff, promoting event, creating signs
Hospitality – responsible for refreshments and T-shirts
Reuse Room – coordinates and organizes materials in designated room. Boxes up materials for collection by Waste Management Services.
Volunteer – responsible for recruitment, coordination and scheduling of volunteers usually for one or two hour shifts.
Cart and Material Handlers – responsible for set up of collection sites with carts and boxes, transporting materials in carts or boxes to appropriate sorting areas, and post Green Clean Day assembly of carts for pick up by Waste Management Services.
Dock Sorting – oversees the sorting of materials brought to the dock to maintain quality control of recyclables.
Confidential/Archival Materials – makes arrangements for the collection of confidential materials separate from other materials. Works with Bentley Library for the handling of archival materials.
Special Materials – works with Property Disposition for handling of office furniture and computer equipment and Occupational Safety and Environmental Health for disposal of fluorescent bulbs, mercury, cleaning supplies, solvents, unidentifiable substances, batteries, laboratory chemicals and any other potentially hazardous materials.

Building Specifics
- Decide the level of the Green Clean Day (entire building, select floors, certain departments or a handful of offices)
- Identify potential dates for the Green Clean Day (what times are best or least busy for your building, what time of year is best)
- Contact Waste Management Services at least one month in advance of your proposed date to verify and confirm availability of Waste Management Services support. Due to limited staff and resources only one Green Clean Day can be scheduled in a week. We accommodate Green Clean Day requests on a first come first serve basis and annual Green Clean Day events are given priority.

People to Include in your Green Clean Day
- Waste Management Services (the sooner the better!)
- Unit/Department Administration
- Building staff and volunteers
- Building Facility Manager
- Plant Building Services

Setting Goals
- □ Within the Green Clean Day team set specific goals for the event.
- □ Identify the number of offices, floors or departments you would like to participate in the day.
- □ Develop a timeline with your Green Clean Day team on how to accomplish these goals.

Logistics
- □ Contact Plant Building Services so they are aware of the Green Clean Day especially if additional custodial support will be required.
- □ If all staff members are participating in the Green Clean Day have a plan to handle incoming phone calls, mail and emergencies.
- □ Let your customers know if your office will be closed and staff members will be unavailable for the day (reset outgoing voicemail messages and email).

Budget
- □ Get authorization to provide snacks, refreshments or a lunch on the day of the event.
- □ To create a sense of community and to encourage staff to dress down for the day and design a special Green Clean Day t-shirt to be worn on the day of the clean-out if budget permits.

Education/Communication
- □ Educate staff members about the Green Clean Day. Explain how and why they should participate using a variety of methods, i.e., handouts, newsletters, mailbox mailers, emails, posters, displays, phone calls, presentations at staff meetings, etc.
- □ Identify for staff the items that can be recycled, reused, sent to Property Disposition, handled by Occupational Safety and Environmental Health (OSEH) or trashed.
- □ Create committees of volunteers to increase participation in the planning and execution of the Green Clean Day. Suggested committees are listed on page 3.
- □ Create fun mock awards to encourage staff to participate. See the Mock Awards section on page 5 for some ideas.
- □ Have a kick-off meeting at the beginning of the day to remind all staff of the purpose and goals of the day, how to handle the different materials, schedule for food and wrap up, and most importantly to excite people in participating in the day.
- □ Develop an evaluation/comment form for staff to complete following the event. Use the comments to create a bigger and better Green Clean Day the following year! 💻

Collection of Materials
- □ First determine what types of items to collect based on what your office, department or building generate. Review the Primary and Secondary Materials collected for recycling and reuse by Waste Management Services on pages 6 and 7.
- □ Next decide how you are going to collect these items. Small amounts of Primary and Secondary Materials can be collected in labeled boxes. Copy paper boxes make great collection containers for these items. Large quantities should be collected in wheeled carts for easy transport to loading dock areas.
- □ Placement of carts and boxes for collection of materials generated during Green Clean Day is extremely important. Set up collection areas close to clean out areas for easy access. Be sure to set up collection areas where there is room for carts and boxes to be placed together without creating hazards or interfering with posted exits. Lobby areas, conference rooms, common/central areas make ideal locations for collection areas.
- □ Choose a Green Clean Day team member to organize volunteers to manage collection areas.

After carts are delivered by Waste Management Services this team member and volunteers will label the carts and deliver them to the designated collection areas. This group will also manage the collection areas during the Green Clean Day by emptying the contents of the boxes and carts in the appropriate dumpsters at the loading dock or main collection station.

▫ Create a sorting area close to or on the loading dock to ensure proper separation of materials for recycling. This is an area where secondary materials are boxed up and set aside for recycling, final checkpoint to make sure paper and mixed containers recycling are not contaminated before going into the recycling dumpster, and to make sure all trash coming out of the building is actually trash.

▫ Create a Reuse Room. Gently used items are put on display for other staff to check out and take. It is a great way to encourage reusing and can also save your office, department or building a significant amount of money through the reuse of needed items. Your team may decide to leave the reuse room open for a longer period of time to allow for additional "shopping". When the Reuse Room is closed please box up items for a Waste Management Services pick-up. Office furniture and computers and large items must go to Property Disposition (764-2470).

Follow-up

▫ Gather and assemble all collection carts for pick up by Waste Management Services
▫ Contact Waste Management Services for information on how much material was recycled, reused, exchanged, or disposed of as a result of your Green Clean Day. Data available for one-day events only.
▫ Evaluate the day and goals achieved.
▫ Tabulate results of Evaluation/comment form.
▫ Publicize the success of the Green Clean Day!
▫ Start planning for next year – reserve your date with Waste Management Services!

Volunteer Job Descriptions

Clear descriptions of what your volunteers' duties are essential to an effective Green Clean Day. Nothing is worse than having folks who want to help not be sure what they are to help with. Here are some basic duties for some of the most common volunteer jobs:

€ **Reuse Room Volunteer**: Sort reusable items delivered to the Reuse Room. Ensures that items are separated and organized. Ensures that at the end of the day or the next day, all items are boxed/bagged up for Waste Management staff to collect.

€ **Cart Runners**: Responsible for taking full carts to the appropriate place (e.g. Reuse Room, Sorting Area, Dock, etc.) and returning empty carts to their original location.

€ **Dock Dumpers**: Ensure that carts delivered to the dock that are filled with either trash or recyclable paper are emptied into the dumpsters. Coordinate empty cart pickups with Cart Runners. Spot check recyclable paper to ensure no obvious contaminants (e.g. a bunch of binders mixed in with recyclable paper).

€ **Sorters**: Accept carts filled with mixed materials from Cart Runners. Sort materials in carts into various categories, as described later in this guide. Instruct Cart Runners on where sorted materials, if in carts and located at the Sorting Area, are to go. For example, a cart filled with recyclable paper should go to the dock while a cart filled with reusable office supplies should go to the Reuse Room.

Green Clean Day Binder Challenge

Unwanted binders are one of the highest-volume secondary items collected from Green Clean Day events. Unfortunately, these are expensive items ($3.00-$5.00 each) that are often donated and then repurchased by offices every year. In order to encourage binder reuse in each office, Waste Management Services encourages offices to take part in the Green Clean Day Binder Challenge. In order to encourage participants to reuse binders, offer a small gift certificate, CARE coupon or other incentive to the Green Clean Day participant who reuses the most binders generated from the clean out event. Reused binders should come from the office and be reused in the office for the award to be given. Not only will this encourage waste reduction, but it will save your office money by eliminating the need to purchase new binders.

Green Clean Day Mock Awards

Green Clean Days provide an excellent opportunity for employees to not only clean but to have fun. The following award ideas are a good way to get staff members more involved in Green Clean Day.

Award Ideas from other Green Clean Day events:

- Most Improved Office Appearance (Before and after pictures are a must!)

- Largest Volume of Trash/ Recyclables Removed (Need someone to monitor this)

- Most Unusual Item

- Oldest Non-Archival Document

- Most Reformed Pack Rat

- Fastest Clean Out

Primary Materials Recycling Guidelines

Waste Management Services collects two primary recycling streams: Paper and Mixed Container recycling. All paper recycling should be placed in the blue "PAPER" recycling dumpster while all mixed containers should be placed in the blue "CONTAINERS" recycling cart both located at the buildings loading dock. Here is a list of acceptable and non-acceptable items for recycling.

PAPER RECYCLING
Acceptable

White and colored office paper	Carbonless forms, blueprints
Envelopes- with or without windows	Junk mail
Newspapers, magazines, catalogs	Phone directories, paperback books
Manila folders, cardstock	Empty tissue and food boxes
Gift-wrap and greeting cards- without foil	Shredded paper- in clear plastic bag
Corrugated cardboard- emptied and flattened	Hanging file folders- no wire hanger
Spiral bound documents- remove metal or plastic binding	

Not Acceptable

Copy paper wrappers	Carbon paper
Thermal fax paper	Plastic covers and bindings
Tyvek Envelopes *	Hardcover books *
Food wrappers	Frozen food boxes
Tissue, paper towel, napkins	Paper cups, plates
Photographs	Wax coated cardboard

MIXED CONTAINERS RECYCLING
Acceptable (Empty and rinse all containers, please remove all lids from bottles)

Glass bottles and jars	Ceramics and non-food glass
Aluminum cans and foil	Steel cans and metal lids
Empty aerosol cans	#1 and #2 plastic bottles
Paper milk, juice cartons, and juice boxes	Small scrap metal

Not Acceptable

Food waste or liquids	Wide mouth plastic tubs
Plastic caps or lids	Foam and plastic tableware
Straws	Plastic bags
Electrical appliances or Light bulbs	Lab glass
Film	Needles and syringes **
Batteries **	

Items can be recycled but need to be boxed up for pick-up by Waste Management Services
**For proper disposal contact UM Occupational Safety and Environmental Health, 647-1143

Secondary Materials Recycling/Reuse Guidelines

Waste Management Services collects many items for secondary recycling. These items are not part of our two primary streams (paper and mixed containers) so they need to be picked up separately by Waste Management Services. Please box up and label the following items for recycling before you call Waste Management Services for a pick-up. Items that are listed together may be collected in the same box.

- Hardcover Books
- Cassette Tapes, Cassette Cases and VHS Videotapes
- Music CD's, Computer CD's and CD Plastic (jewel) Cases
- Computer Disks (3.5" floppy disks)
- Computer & Magnetic Tape (3480 & 3490 data cartridges, 9-track computer tape, 4mm & 8mm tape)
- Ink-Jet Cartridges

- ▫ Transparencies or Transparency Rolls
- ▫ Photographic Film
- ▫ Records
- ▫ Tyvek Envelopes
- ▫ Kitchen and other Household Items/Supplies
- ▫ Any Office Supplies (ex: binders, hanging file folders, pens, tape, stationary, extra paper,
- ▫ desk organizers, and binder clips)

Please bag the following in separate clear plastic bags:
- • Packaging or Foam Peanuts
- • Foam Block Packaging

Outdated promotional items can be reused by the UM Government Relations Department to fulfill requests for items with the UM logo. Area schools may use these items during career fairs, fundraisers, etc. Box these items separately and mark as PROMO ITEMS.

Green Clean Day Success Stories

What people have said about Green Clean Days……..
- ▫ "I liked the opportunity to meet other staff and get to know them in a more casual fashion. Also, the opportunity to spend concentrated time on cleaning out the place was great!"

- ▫ "Getting rid of things I never seemed to have time to go through, and I enjoyed meeting all the different people in the building"

- ▫ "It was a very productive and fun day"

Green Clean Day Results
The following buildings have participated in a Green Clean Day. Here are some of their recycling successes.

Fleming Administration Building (May 28, 2002)
    5780 pounds (14 loose cubic yards) of paper recycled
    1,720 pounds of confidential paper (shredded by outside company)
    1672 pounds of office supplies reused
    249.5 pounds of electronics and computer accessories reused
    112 pounds of household items reused
    52 pounds of computer disks recycled

Business School (June 3, 2005)
    5601 pounds of paper recycled
    113 pounds of transparencies recycled
    2992 pounds of office supplies reused

1551 pounds hardcover books recycled

College of Engineering (May 23, 2005)
  21800 pounds of paper recycled
  95 pounds of toner cartridges recycled
  1005 pounds of office supplies reused

Wolverine Tower (August 20, 2002)
  4760 pounds of paper recycling
  1008 pounds of office supplies
  28.5 pounds of videotapes
  15.5 pounds of household items

Other participants of Green Clean Day
  ▫ School of Social Work
  ▫ School of Art & Architecture
  ▫ Occupational Safety & Environmental Health (OSEH)
  ▫ Campus Safety Building
  ▫ Student Activities Building
  ▫ Plant Operations and Architectural and Engineering Services

Sample Green Clean Day Evaluation

Please tell us your opinions on the Green Clean Day. Your valuable feedback will help us plan future Green Clean Days. Thank you for your suggestions.

1. What was your favorite aspect of the Green Clean Day?

2. What was your least favorite aspect of the Green Clean Day and how would you have improved it?

3. Did the date and time of the Green Clean Day work well for you or would you suggest a better time of year for it?

4. How did you find out about the Green Clean Day? Was that an effective method of advertising? Any suggestions on how to better advertise for the next Green Clean Day?

5. Did you feel you received appropriate information on what items could be reused and recycled? If not, what could have been done to better get that information to you?

6. Would you like to see this become an annual event? If yes, would you be interested in joining the planning team? (please leave your name, phone number and email address)

Resources

Business School Green Team
The Business School Green Team "the true pioneer of the Green Clean Day" provides an excellent detailed training manual for buildings that are interested in organizing a successful Green Clean Day. With over 9 successful Green Clean Day events under their belt the Business School Green Team is a great resource. For more information about their training manual or group please contact them at:
thegreenteam@umich.edu or http://www.bus.umich.edu/Organizations/GreenTeam/

Dealing with Confidential Material
Waste Management Services does not provide a shredding option for the destruction of confidential and sensitive material. The following list of companies can provide shredding services if needed. Please contact them for service options and related rates.

Please remember that all shredded paper can be recycled with other recyclable paper as long as it is in a sealed, clear plastic bag.

- Secure Ecoshred   (877) SHRED-69 www.secureecoshred.com

- Iron Mountain Destruction   (800) 229-0180 www.ironmountain.com

- Shred-It   (800) 69-SHRED www.shredit.com

UM Property Disposition

Contact Property Disposition to learn the proper procedures for the handling of unwanted furniture, electronics, lab equipment, etc. Call them at 764-2470.

UM Occupational Safety and Environmental Health (OSEH)

All hazardous and potentially hazardous materials must be handled through OSEH. Examples of these materials are batteries, cleaning fluids, solvents, paint, fluorescent tubes, light ballasts, equipment containing mercury, chemicals, etc. For material clarification or proper handling procedures call 647-11443.

Ordering Recycling Bins

Plant Building Services, in conjunction with Waste Management Services, provides two different types of recycling containers for offices across campus: paper recycling and mixed container recycling bins. All of these bins can be ordered at the Plant Order Call Center webpage (http://www.plant.bf.umich.edu/workcontrol/plant_order_service/) or by calling 647-2059.

Recycling Doesn't Stop After Green Clean Day

Pick-up of Secondary Materials can be requested year round from all locations on campus. After boxing these materials into manually manageable boxes please call Waste Management Services for a pick-up. See page 7 for a list of common Secondary Materials collected. Have an item to good to throw away that isn't listed? Give Waste Management Services a call. There's a good chance we can find a home for what you have.