

# SWING SPACE MOVE-IN PROCESS

## LEGEND

- Primary responsibility
- Secondary responsibility (as needed)
- Facilities Planning tasks

CLIENT      **FACILITIES PLANNING**      PROJECT SERVICES

## TASK LIST FOR SWING SPACE MOVE-IN PROCESS

Client Rep.  
**Facilities Planner**  
**Swing Space Coord.**  
**Furniture Coord.**  
 Project Mgr.  
 Move Coord.  
 Project Coord.  
 Movers

Task	CLIENT	FACILITIES PLANNING	PROJECT SERVICES	
Define swing space needs		<span style="color: red;">●</span>		
Submit request for swing space		<span style="color: red;">●</span>	<span style="color: blue;">●</span>	
Determine swing space options			<span style="color: red;">●</span>	
Tour client through proposed swing space		<span style="color: red;">●</span>	<span style="color: blue;">●</span>	
Assign use and occupant(s) of each swing space room	<span style="color: red;">●</span>	<span style="color: blue;">●</span>		
Finalize swing space availability and send out space allocation notification			<span style="color: red;">●</span>	
Order keys and make card access arrangements	<span style="color: red;">●</span>			
Determine suitability of existing infrastructure in swing space			<span style="color: red;">●</span>	
Arrange for additional infrastructure			<span style="color: red;">●</span>	
Determine furniture to be removed from swing space rooms	<span style="color: red;">●</span>	<span style="color: blue;">●</span>	<span style="color: blue;">●</span>	
Determine suitability of existing furniture in swing space rooms	<span style="color: red;">●</span>		<span style="color: blue;">●</span>	
Create swing space furniture layouts		<span style="color: red;">●</span>		
Provide list of unwanted swing space furniture to furniture coordinator	<span style="color: blue;">●</span>		<span style="color: red;">●</span>	
Request additional furniture	<span style="color: red;">●</span>	<span style="color: blue;">●</span>		
Check inventory for furniture to fill request and tag			<span style="color: red;">●</span>	
Tag unwanted swing space furniture to alternate locations or disposal			<span style="color: red;">●</span>	
Tag departmental furniture to be moved to swing space	<span style="color: blue;">●</span>		<span style="color: red;">●</span>	
Provide list of unwanted departmental furniture to furniture coordinator	<span style="color: blue;">●</span>		<span style="color: red;">●</span>	
Inspect and tag unwanted departmental furniture for inventory or disposal			<span style="color: red;">●</span>	
Order signage (need to follow UBC Interior Signage Guidelines)	<span style="color: red;">●</span>			
Schedule movers to dismantle/move/reassemble all furniture			<span style="color: blue;">●</span> <span style="color: red;">●</span>	
Schedule IT Desktop Services to move computers and reassemble in swing space	<span style="color: red;">●</span>			
Arrange access for and supervise movers			<span style="color: blue;">●</span> <span style="color: red;">●</span>	
Direct movers on furniture layout on site during move	<span style="color: blue;">●</span>		<span style="color: red;">●</span>	
Remove unwanted furniture from swing space				<span style="color: red;">●</span>
Move inventory furniture to swing space and reassemble				<span style="color: red;">●</span>
Dismantle, move and set up departmental furniture in swing space				<span style="color: red;">●</span>
Dispose of unwanted departmental furniture				<span style="color: red;">●</span>