New Building FAQs – March 2020

When are we moving into the new building?

The construction work on-site is continuing, while the workers practise social distancing and hand hygiene. Pending any further changes to current situation, the work is still on-track to be completed by September this year.

All schools and centres will be moving in over a two-week period, during the mid-semester break in September, unless the current campus restrictions are extended into semester 2.

The delay in the move from March to September will enable us to undertake activities to ensure your comfort and the usability of your workspace, before you have moved in. This may involve ordering additional furniture, finalising seating arrangements before the move, and working with IT Services to have the technology ready ahead of time.

What furniture will be in my workspace?

Offices have built-in bookshelves (either 16 or 28 linear metres (l/m) of shelving), an electric sit-to-stand desk, a desk chair and a set of lockable drawers under the desk. There is the option to acquire additional furniture in the offices after the move, such as a small meeting table and chairs, small cabinets, desk lamps, or monitor arms for computer screens.

Workspaces of two, four or 12 person offices will be equipped with an electric sit-to-stand desk, a desk chair and a set of lockable drawers under the desk. There is shelving, although less than the single-person offices (about 16 l/m in the two person offices, 28 l/m in the four person offices, and 54 l/m in the 12 person shared offices).

What will be moved by the removalist?

Your books and journals from your bookshelves will be moved shelf-by-shelf, using moving cages so that the order of your materials are maintained. Once your new office shelves are full, removalists will continue to move your books and journals but will pack them in boxes and leave those in your new office.

Your computer and phone will be moved and set up in your new workspace. You will keep the same phone number in the new building.

Additional furniture in your current office, such as an armchair or filing cabinets can also be moved if requested. Please be aware that the new offices may not accommodate larger pieces of furniture. Please speak to your administration team, or Russell Buzby or Katie Doichinov from the RSSS Directorate for advice on the suitability of moving old furniture.

Ergonomically sourced furniture such as chairs, mats, and computer equipment for special needs can be moved to the new office.

You will also receive boxes to pack up loose items on your desk or in your office such as stationery, however we recommend that you pack and personally take fragile items such as desk plants, and any breakables, to your new work space yourself.

If you require boxes, please speak to your administration team.
What about files and books?

Once staff are no longer required to work remotely, it will be necessary to go through and clear out excess files, research material and books that are no longer needed. The waste skips and recycling bins will also return to the Coombs and Haydon-Allen buildings and secure bins will continue to be provided in the buildings for any sensitive or personal research material.

The removalists will move books from shelves onto cages with shelves from your previous workspace onto the shelves in the new building, so that the order of the books on each shelf will be preserved.

Once the shelves in the new building are full, the removalists will pack any additional books into boxes and move them into your new office. We can arrange for removalists to take any of these additional boxes of books to your home after we have settled into the new building, and this will be arranged on a case by case basis.

When will boxes be available for pick up?

Once staff are no longer required to work remotely, boxes can be delivered to your school by the CASS Facilities team. Please contact your administration team so they can centrally coordinate the number of boxes being delivered to your school or centre.

What is the ‘down-period’ (when there is no access to the old building), to set up in new office? Is there an expectation that we should be on campus at that time?

When the contract with the removalist has been finalised the dates for the move will be confirmed. This includes any down-periods for staff to be away from their desks/offices, and this will be communicated as soon as possible. We will be aiming for as little disruption as possible during this time.

What furniture will be available in the meeting rooms and common spaces?

Each meeting room will contain:

- Movable desks
- Chairs
- Telephone; and
- IT equipment to support Zoom/Skype functionality (cameras, screens, microphones).

We will have the ability to order additional pieces of furniture and items to improve the usability of the meeting rooms, and comfort of common spaces once the internal fit-out is complete, and once we move in.

For HDR students in shared offices, will there be a space they can use to do interviews (potentially in person, and also over the phone or Zoom/Skype)?

Meeting rooms can be booked for these purposes. Each floor will have a large (36-40 person), medium (18-20 person) and a small (6-10 person) meeting room.