

# BUILDING MANAGER / SUPERVISOR GUIDE FOR MOVES

Supervisor's Name: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose:** To assist department administrators and supervisors by providing occupational health and safety guidance when employee workstations move.

## 1. WORKPLACE DESIGN AND FURNITURE (WHEN YOU LEARN YOU ARE MOVING)

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- Consult the Ergonomics Program to ensure appropriate furniture is selected. Refer to the [Stanford EH&S Approved Ergonomics Product Catalog](#) for product recommendations.
- Communicate with employees to ensure their equipment needs will be met at the new location. Ensure employees move to a new workstation that allows for recommended working postures.
- Ensure workstations are properly configured for any employees that require accommodations.

## 2. PREPARING FOR THE MOVE (4 WEEKS PRIOR TO MOVE)

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- Acquire mechanical aids (e.g. carts and hand trucks) to minimize manual handling during the move.
- Schedule Event Services assistance for larger items as needed.
- Ensure all furniture/boxes are clearly marked with their appropriate destination.

## 3. NEW FACILITY WALKTHROUGH (1 WEEK PRIOR TO MOVE)

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- Use the [General Workplace Inspection Checklist](#) to ensure no workplace hazards exist.
- Open windows/increase ventilation to help mitigate new furniture odors as needed.
- Ensure room layout diagrams are posted so that furniture/equipment is delivered to or installed in the proper location.

## 4. AFTER THE MOVE (WITHIN 1 WEEK OF MOVE)

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- Employees should complete the [Office Move-In Checklist](#) upon arrival to their new workstation and report deficiencies to their supervisor.
- Employees shall be made aware of the facility's emergency evacuation plan and EAP location.
- Collect user manuals for all equipment and furniture for staff reference as appropriate.

## 5. RESOURCES

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Environmental Health and Safety: <http://ehs.stanford.edu> | (650) 723-0448

Ergonomics Program: <http://ergostanford.stanford.edu> | or fill out the [Request Ergonomic Services form](#) with any questions

Event Services: <http://bgm.stanford.edu/groups/els/moving>