

Project Title/Installation Name

Department Name
Department Move Spreadsheet

Final Freeze Date for Changes: TBD
Move Date: TBD

Section 1: Assigned Seating & Comm IM-IT Equipment						Telecom					IT						Move Info	
Move Date	First Name	Last Name	Department	FROM Room #	TO Room #	Phone # (000-000-0000)	Phone ID #	Phone Type M/L or S/L	From Port #	To Port #	Computer ID #	From Port #	To Port #	Printer ID #	From Port #	To Port #	Label Color	Other/Comments
TBD	Susan	Smith	Laboratory Commander	2B402	2B315	423-7716	7100	M/L	1484	2B313 2-1-76	24259	K244	2B313 2-1-77	16417	K246	2B313 2-1-78	Pink	
TBD	Jessica	Wrench	QA	2B312	2B302-E2	423-7735	7054	M/L	2D263	2B313 1--1-22	21688	K196	2B313 1-1-23	7307	N/A	2B313 1-1-24	Pink	Ports already activated for Micro use, but need to change phone number for Ruth Ann's phone.
TBD	Cory	Rutledge	Phase II	2B306	2B311.A	423-7722	7542	M/L	1521	2B313 2-1-4	21605	L094	2B313 2-1-5	15836	N/A	2B313 2-1-6	Pink	Phone will go away because she's sharing a phone. Need long cord to run under cube wall.
Section 2: Shared Comm IM-IT Equipment						Phone # (000-000-0000)	Phone ID #	Phone Type M/L or S/L	From Port #	To Port #	Computer ID #	From Port #	To Port #	Printer ID #	From Port #	To Port #	Label Color	Other/Comments
Move Date	TYPE	MODEL	Complete all areas high-lighted in yellow:	FROM Room #	TO Room #													
TBD	Lab Phone			2B317	2B316-C1	423-7744	N/A	ML	2D27	2B313 3-1-37							Green	3 numbers - x7744, x7738, x7769
TBD	Digital Sender	HP	Core Lab	2B400	2B307						24845	K229	2B313 2-1-11				Pink	Need a table
TBD	LAB Computer	HP PC		2B317	2B316-C5						21437	K329	2B313 3-1-51				Green	Currently the Spec Chem PC. Needs 3 outlets (Mon, PC, Speakers)
TBD	CHCS Terminal	Digital VT510		2B317	2B316-B4						N/A	K355	2B313 2-2-62				Purple	HEMO - CHCS port
TBD	LAB Computer			2B404	2B316-E2						021441	K282	2B313 2-2-5				Orange	UA
TBD	Printer	HP 4250		2B404	2B316-B9									021371	K249	2B313 3-1-29	Purple	Networked
TBD	CHCS Label Printer	Intermec Easy Coder PM4i		2B404	2B316-B6									N/A	K248	2B313 2-2-59	Purple	"Pebbles"
Section 1:	Tab 1: Assigned Office Equipment & Personnel. Track property assigned to specific individual/seating locations. In rooms designed for multiple occupants, each with assigned equipment, track each seating location/workstation with a unique number (i.e. 2B313-A, 2B313-B, etc.); equipment is to be tracked separately for each occupant. Department POC to provide staff details, seating assignments and phone numbers. Contractor to complete all other information in this section.																	
Section 2:	Tab 1: Shared Office Equipment. Track property utilized by multiple staff members in shared workspace. This section should not contain medical equipment. Contractor to complete information in this section.																	
Section 3:	Tab 2: Medical Device and Equipment (MDE). Track all reuse MDE, with or without an assigned ECN. Data to be completed by the Contractor and fully coordinated with the Department’s current DMLSS/RPIE List and the Existing Inventory List. Should incude all reuse items identified on the department's current DMLSS list. Furniture and miscellaneous reuse property are not to be tracked in this section.																	
Section 4:	Tab 2: Miscellaneous Reuse Property. This section can be added to track all reuse property other than office equipment and medical devices and equipment (MDE) tracked in previous sections (i.e. furniture, artwork, accessories, etc.).																	

Section 3: Medical Devices & Equipment (MDE)								Telecom		IT		Move Info	
Move Date	ECN	Device Class	Manufacturer	Model	Utilities	From Room #	Final Room #	From Port #	To Port #	From Port #	To Port #	Label Color	Other/Comments
TBD	010432	MICROSCOPES, LIGHT	NIKON INC, INSTRUMENT GROUP	LABOPHOT		Storage	2B316-B7					Purple	Dual headed scope
TBD	016083	CENTRIFUGE, TABLETOP	INTERNATIONAL EQUIPMENT CO	HEMOSTAT		2B404	2B316-B					Purple	Hemocrit Centrifuge
TBD	024408	REFRIGERATOR, BIOLOGIC		3779	110V	2B303	2B316-A					Blue	Not alarmed
TBD	025925	INCUBATOR, TEST TUBE	LAB-LINE INSTRUMENTS INC	100		2B404	2B316-E					Orange	Small incubator, Urine Culture
TBD	027542	CENTRIFUGE, TABLETOP	BAYER CORP	REFRIGERATED CENTRIFUGE		2B404	2B316-C6					Green	Transfer to front desk
TBD	027554	MICROSCOPE, LIGHT, LABORATORY	NIKON INC, INSTRUMENT GROUP	ECLIPSE E400		2B407	2B303-3					Pink	Goes w/ECN 027555
TBD	029926	ANALYZERS, URINE	BAYER CORP	CLINITEK 500		2B404	2B316-E					Orange	Back-up Analyzer
TBD	031958	CENTRIFUGE, TABLETOP	SEPARATION TECHNOLOGY INC	PLASMA PREP		4B331	2B316-B8					Purple	4th Floor Storage
TBD	032218	ANALYZERS, CHEMISTRY	ADEZA BIOMEDICAL CORP	TLI	110V	2B406	2B316-C11					Green	Chemistry
TBD	033467	CABINET, STORAGE, MEDICINE		M6350W5		2B303	TBD						Bone Marrow Cart
TBD	034733	CENTRIFUGE, TABLETOP	SEPARATION TECHNOLOGY INC	PLASMA PREP		4B331	2B316-C12					Green	4th Floor Storage
TBD	035765	ANALYZERS, LAB, CLINICAL CHEM	ABAXIS, INC	100-1000 PICCOLO		Storage	TBD						
TBD	036595	PRINTER	OKI	B4350		Storage	TBD						Goes w/036177
TBD	036691	I-STAT				Storage	TBD						
TBD	036716	PH METERS	CORNING PINNACLE	530 PH METER		2B406	TBD						
TBD	037665	SHREDDERS, PAPER		C-320C		Storage	TBD						Storage during construction.
TBD	038026	POWER SYSTEMS	POWERWARE	PW9125-2000		2B317	2B316-C					Green	Goes w/Vitros ECI 1, ECN #043448
TBD	038680	SLIDE STAINER, HEMATOLOGY	WESCOR INC	7120		2B404	2B316-B					Purple	
TBD	040321	FREEZERS, BLOOD BANK	SO-LOW ENVIRON EQUIP CO	A30-40T	220V	2B303	2B316-E					Orange	Chemistry Lab - No drain.
TBD	042230	ANALYZERS, URINE	IRIS (INTERNATIONAL REMOTE IMAGING SYSTE	IQ200		2B404	2B316-E					Orange	Requires Vendor assistance
TBD	042231	ANALYZERS, URINE	IRIS (INTERNATIONAL REMOTE IMAGING SYSTE	AX-4280		2B404	2B316-E					Orange	Requires Vendor assistance

Section 3: Medical Devices & Equipment (MDE)								Telecom		IT		Move Info	
Move Date	ECN	Device Class	Manufacturer	Model	Utilities	From Room #	Final Room #	From Port #	To Port #	From Port #	To Port #	Label Color	Other/Comments
TBD	042232	COMPUTER, DESKTOP	IRIS (INTERNATIONAL REMOTE IMAGING SYSTE	OEM-A3343-00		2B404-B	2B316-E4			K281	2B313 2-2-6	Orange	Requires Vendor assistance