

SECTION 01 35 10

MOVING AND STORAGE

PART 1 GENERAL

- A. This standard pertains to moving, staging, packing, and protecting building contents as necessary in order to accommodate construction and remodeling activities. Items discussed in this standard include, but are not limited to, the following:
1. Furniture & Equipment
 2. Shelving Units, Books, Files, & Cabinets
 3. Technology Equipment
 4. Personal Items
 5. Hallways, Lockers, & Bulletin Boards
 6. Loose Floor Rugs, Pets, & Plants
 7. Libraries
 8. Kitchens
 9. Boxes
- B. It is the responsibility of the District to coordinate timelines, deadlines, and project-specific requirements with principals, site-based managers, and building staff.
- C. Building staff may not employ the Contractor for moving/staging purposes without permission from DPS. The Contractor will assume any risk and liability by performing work in this manner.

PART 2 PRODUCTS – No Requirements

PART 3 EXECUTION

- A. Furniture & Equipment:
1. All contents shall be removed from desks/drawers and either packed into boxes or taken home by staff.
 2. Desks or other equipment may have to be moved; Contractor to coordinate moving and staging activities with custodial staff.
 - a) Both building staff and Contractor shall document and note any damage to furniture/equipment prior to construction.
 3. Contractor shall label, with appropriate room number, any furniture or equipment staged outside of classroom.
 - a) If Contractor removes items from any room, Contractor shall return items to their appropriate location upon completion of work.
 - b) Contractor shall take care so as to not label items in such a manner that damages the items.
 4. Contractor is not responsible for loose items left in or on desks.
 5. Copy machines: The DPS shall coordinate with RICOH
 6. Phones: Staff to label and leave plugged in.
- B. Shelving Units, Books, Files, & Cabinets:
1. Building staff to lock/secure any items left inside built-in cabinets, except in cases when cabinet interiors are to be refinished or reconstructed.
 - a) Items/books left inside built-in cabinets (non-lockable) shall be inventoried and protected with plastic by building staff.

2. Portable file cabinets: May remain full.
 3. Portable standing supply cabinets: Need to be emptied by building staff.
 4. Portable shelving units: Building staff shall empty, box contents, and protect units with plastic.
 5. Building staff shall remove and box all items from tops of cabinets, and any/all other work surfaces.
 6. Confidential Files: Building staff shall box and label these files and place in pre-designated storage area determined by DPS.
- C. Technology Equipment:
1. Building staff shall label computers and peripheral equipment with room number & teacher/staff name; as items will likely be separated.
 - a) Label each device: CPU, monitor, etc.
 - b) Building staff shall place peripheral equipment (keyboard, mouse, cords, etc.) into labeled plastic bag.
 - i) Building staff must furnish plastic bags.
 2. Building staff shall dismantle equipment and move to pre-designated, securable storage area. Custodial staff and Contractors are not to move this equipment.
- D. Personal Items:
1. As a general rule, items that are not securely stored or placed in boxes should be taken home by building staff. There is no guarantee that building contents will remain secure. It is not normally possible to negotiate replacement of items that may have been lost or damaged during construction.
- E. Hallways, Lockers, and Bulletin Boards:
1. Building staff need to remove everything from hallway/classroom walls, bulletin boards, and anything hanging from/attached to ceilings.
 2. Building staff must ensure that all lockers are completely empty and clear of books, supplies, labels, stickers, etc.
- F. Loose Floor Rugs, Pets, and Plants:
1. Without question, building staff must remove all pets from the premises.
 2. Plants shall be removed from the building.
 3. Floor rugs may be left in place; the Contractor shall move/protect rugs as necessary.
- G. Libraries:
1. The preference of DPS Library Services is for books to be left in place and covered with plastic by the Contractor.
 2. If books must be moved, the Contractor shall:
 - a) Create a map of original book locations.
 - b) Provide large mobile wooden book carts.
 - c) Remove books from shelves.
 - d) Place on carts in the same order taken from shelves.
 3. Contractor shall wrap book carts completely in plastic.
 4. Book carts shall be placed in a secure location.
 5. Contractor shall return books to shelves in the correct order.
 6. Under no circumstances shall librarians be asked to box up or re-shelve library book collections.

7. If ANY metal shelving needs to be moved, Contractor shall contract with a qualified metal library shelving subcontractor to have the shelving dismantled, moved, and re-constructed. Books should be handled per item B.
8. Library circulation desks often need special care. Qualified movers may be needed to handle circulation desk moves.

H. Kitchens:

1. Food Services staff generally ends the school year later, and starts the year sooner than rest of building staff. DPS to coordinate/communicate these dates to the Contractor.
2. Food Services staff to remove all perishables from kitchen area.
3. Food Services staff and Contractor, together, are to document the working condition and appearance of kitchen equipment prior to construction.
4. Kitchen equipment is to be dismantled and moved only by appropriately-licensed contractors.

I. Boxes:

1. Building staff must box everything that will not be safe from flooring work (off of floor) painting (off of walls and ceilings, exposed work surfaces, and tops of furniture), and other areas of remodeling indicated by the DPS.
2. If the Contractor is under contract for a sufficient period of time before building staff are required to pack, then the Contractor shall provide moving boxes, labels, and tape in sufficient quantity. DPS will assist with coordinating timeline.
3. If the Contractor is not under contract before building staff are required to pack, then the DPS will arrange for a sufficient quantity of boxes, labels, and tape to be delivered to the building.
4. Boxes shall be closed and taped shut. Nothing may protrude from closed boxes.
5. Boxes should be labeled with room number, staff name, and contents of box.
6. Building staff should place boxes in center of room, unless instructed otherwise.

J. Building staff must dispose of trash resulting from packing.

K. Custodial staff must be allowed to perform their normal cleaning activities during moving, staging, and construction.

L. Custodial staff shall not perform Contractor's required cleaning, trash disposal, moving, and/or staging activities.

1. Contractor shall not use DPS equipment/supplies for their required cleaning, trash disposal, moving, and/or staging activities.

M. Emergency egress shall not be blocked in any way.

N. Construction zones are dangerous and, therefore, off limits during construction periods.

1. Contractor is responsible for security of construction area.

O. Storage containers may be required, and shall be provided by Contractor.

1. Contractor is responsible for protecting asphalt from damage if storage containers are needed.

P. Each project and school may require supplemental instructions to this standard. These instructions, when applicable, are to be incorporated into the contract documents by the project architect.

END OF SECTION 01 35 10