



Removal instruction employees

Organization of the removal

- *Preparation & accompaniment*
The removal will be organized by the VGD and DIMIO. The following people are part of this team: Ruud van Leeuwen, Mariska Bultman, Ed Slegtenhorst, Maarten Koldenhof and Elise Windhouwer. And on behalf of TNW and EWI: T. Hoek and M. ten Bulte.
- *Coordinator*
Every research chair has its own coordinator before, during and after the removal. You can contact this person for any question and/or comment you have.

Archives

- Clear your archive before the removal, in that case unnecessary things won't be moved.
- Throw away excess paper in the containers meant for this, you can order these at the facility service desk at phone number: 053-4892400.

Packing

- Material for packing your belongings can be ordered by DIMIO, at phone number: 053-4893578
- Everything inside your closets, drawer units, other storage compartments and everything that is standing, laying and hanging in or around your office needs to be packed in crates.
- Objects that are too big for the crates are being moved separately. Make sure these objects are placed clearly on your desk or in your office and provide the crates and the single objects with a sticker.
- Computers and small lab devices are being moved in roll containers with equipment boxes.

Garbage

Your office has to be left behind properly. You can throw paper and trash in the determined containers, you can order these at the facility service desk at phone number: 053-4892400.

It's your responsibility to make sure gasses and chemicals that are left behind are being removed.

Unpack

Please unpack your stuff as soon as possible after the removal. Also make sure you remove your stickers, because the crates are being re-used.

Follow up care

It's possible that during the removal some defects will be caused. You can report these defects on the 'Follow up care' form which you will find at your new workplace. You can extend this form to the representatives from TNW (T. Hoek) and EWI (M. ten Bulte). They will make sure your form will be given to the right person. After your form has been received everything will be done to make sure your defect is going to be solved as soon as possible.

Absent during removal

If you're not present during the removal you should take the right procedure to make sure that all your belongings are packed and provided with a sticker. For example, ask one of your colleagues to do this for you.

On behalf of the removal team we wish you good luck with the removal and a lot of pleasure at your new office!

Stickers

It's very important to use the right color sticker to mark your crates and your single objects! This is required for an optimal result of the removal.

- The color you need to use is mentioned in the manual which is in possession of your coordinator.
- If there are still stickers left on the crates from an earlier removal, please remove them. This will avoid confusion.
- Make sure you'll put the sticker on a place where the removal firm can easily see it.

Where do you have to put a sticker on?

Everything you're taking with you to your new office. This means: furniture that's moving to the new building (according to registration T. Hoek, TNW, and M. ten Bulte, EWI), packed crates and single objects. Also your computer, screen, keyboard, mouse, telephone and furniture you might have for medical reasons.

Where you don't put a sticker on:

Don't put a sticker on furniture, like desks, closets and tables which are staying behind and not moving to the new building.

What to write on the sticker?

The number of your new room and the number of your workplace. Also the number from the floor your new room is on is necessary. You'll find this information on the 'from/to' list, which is in possession of your coordinator.

- The 'from/to' list and the stickers are being hand out by your coordinator.
- **EVERYTHING THAT IS NOT PACKED IN CRATES OR DOESN'T HAVE A STICKER IS GOING TO BE LEFT BEHIND AND BEING EXPELLED!**

Sticker example

Mr. de Jong is moving to floor 0, room CA 0024, workplace 3.

