

## IN-HOUSE PROJECTS (All Property Owned by SUNY Upstate Medical University)

### • Preparation:

- a) Contact Hospital Planning (4-4224) for All Space Requests and Moves
- b) Meet with Hospital Planning to Finalize and Design Space Layout. Layout to Include the Following if Required:
  - Medical Gas, Oxygen, etc.
  - Pyxis
  - Emergency Power
  - Omnicells
  - Security (i.e. swipe card)
  - HVAC Upgrade
  - Cabling and Additional Equipment for Computers and Phones
  - Removal or Addition of Walls
- c) Hospital Planning Provides facility wide standards on its website

### • Relocation Timeline:

- a) ***120 Days Prior to Space Completion, Perform the Following:***
  - If Space to be Painted, Place a Work Order
    - Work Order Questions – Contact Physical Plant (4-4230)
    - Paint Color Selection – Refer to Hospital Planning website ([link here](#))
  - If Space to be Carpeted, Place a Work Order
    - Work Order Questions – Contact Physical Plant (4-4230)
  - If Space has Remaining Furniture or Items to be Removed
    - Contact Hospital Planning (4-4224) for removal of remaining furniture and any other objects
  - If Conference Room or Other Rooms Require Audio-Visual Equipment (i.e. ceiling LCD projectors, projection screen, etc.)
    - Contact Hospital Planning (4-4224) to assist in coordinating with Educational Communication on the appropriate Audio-Visual equipment for the space.
- b) ***90 Days Prior to Space Completion, Perform the Following:***
  - Computers/Printers
    - Meet With IMT(4-8981) and Provide the Following:
      - Number of existing computers moving to new space
      - Purchase and installation of new computers
      - Identify the existing room number of computers or printers to be relocated
      - Determine room numbers for computers or printers to be relocated
      - Do you require additional computer or printer jacks (box on wall for computer to plug into)? IMT can assist with calculating number of jacks required.
      - Is your printer(s) networked (< 2 People Print)?
      - Are your printer(s) single user?
  - Phones and Fax Machines
    - Meet With Telecommunications (4-7890) and Provide the Following:
      - Are new phones required?
      - Determine room numbers for phones or fax machines to be relocated
      - Do you require additional phone or fax machine jacks (box for phone line to plug into)? Telecommunications can assist with

- Do you require additional phone or fax machine jacks (box for phone line to plug into)? Telecommunications can assist with calculating the number of jacks required.
  - Do you require a phone or fax machine operational during the move? Sometimes a phone is left operational for patients to call to speak with a representative from the office. It will be the last phone or fax machine to move after all other phones are operational.
- Furniture Purchases or Move Your Existing Furniture
  - Contact Hospital Planning (4-4224) to assist in furniture vendor selection and to coordinate meetings with the vendor to discuss whether new furniture should be purchased or if your existing furniture will be moved.
  - Go to Hospital Planning website for assistance in furniture standards developed by Purchasing, Hospital Administration, and the Ergonomic Specialist. It will assist with desk and guest chairs, keyboard trays, office furniture, waiting room furniture, etc.
- Clinical Equipment
  - Contact Clinical Engineering (4-6067) to assist in the selection of equipment to be purchased.
- Medical Records Storage System Evaluation
  - Contact Hospital Planning (4-4224) to assist with providing a company to declare the load requirements (how much weight can be placed on the floor structure by the medical record storage system) and assist with the purchase of a new medical record storage systems, if required.
- Signage
  - Hospital Planning will handle all room number, directories, ceiling signs, and installation of all signs.
- c) **60 Days Prior to Space Completion, Perform the Following:**
  - Regulated Medical Waste Disposal
    - Contact Environmental Services (4-6576) on new location for waste disposal pick-up.
  - Sharps Boxes
    - Contact Central Distribution Services (4-6423) for sharps boxes specifications and delivery
  - Keys
    - Contact Hospital Planning (4-4224) to determine whether locks will require key requests (located on Hospital Planning website) or whether lock from the previous location can be moved to the new location.
  - You Must Notify Patients Via Letter and Phone Call Appointment Reminders that their Appointment is in a New Location
  - Movers
    - Contact Hospital Planning (4-4224) to assist with determination on whether a moving vendor or Physical Plant movers should handle the move. Hospital Planning will schedule Physical Plant movers or coordinate a meeting with the moving vendor, Hospital Planning, and you to perform a walk-thru to inventory what is moving.
- d) **30 Days Prior to Space Completion, Perform the Following:**
  - Space Cleaning
    - Hospital Planning will schedule Environmental Services to clean the space once construction is completed.
  - Employee Orientation to New Location
    - Once construction is complete and the space has been turned over to the department, employees must be provided an opportunity to be oriented to their new space.
  - Contact List
    - You Should Contact the Following Services to Inform them of your new location:
      - Linen (4-4653)

- You Should Contact the Following Services to Inform them of your new location:
  - Linen (4-4653)
  - Central Distribution (4-4248)
  - Mail Room (4-5391)
  - Environmental Services to clean space routinely and if extra trash receptacles are needed (4-6576)
  - Contact Hospital Administration (4-4246) to email your new location information to all recipients who attend Management Forum
  - Contact Public and Media Relations (4-4836) for them to post your new location information on Upstate Announcements or UpOnline
  - Contact Hospital Purchasing (4-6039) to let them know to change your location on the electronic office supplies website.
- DOH Documentation and Certificate of Occupancy
  - Hospital Planning will handle all preparation of Department of Health (DOH) documentation including walk-thru of space by DOH and Certificate of Occupancy required prior to seeing patients.
- Purell Dispensers
  - Provided by Environmental Services (4-6576).
- Confidential Shredder
  - If you have your own department confidential shredder box, it will be moved with you.
  - If you share your confidential shredder box, contact Environmental Services (4-6576) for a box.
- Pre-Opening Patient Safety Rounds
  - Hospital Planning will perform a pre-opening patient safety rounds with Nursing Administrator of the department and others.
- TV's
  - Contact Hospital Planning (4-4224) for assistance in providing quotes for patient rooms, conference rooms, waiting rooms, etc.
- Artwork
  - Contact Hospital Planning (4-4224) for assistance, or Facility Design Services (4-4630) as a resource, or go to art.com
- Pantry
  - Contact Food Service (4-4197) to inform them of your new location for food tray deliveries, and re-stocking of the pantry.
- Stock Supplies
  - Once space is available and after the DOH walk-thru, stock all shelves with supplies for each room prior to the move.
- e) ***Day of Move, Perform the Following:***
  - Installation of wayfinding signage, Patient Bill or Rights, directories and selected artwork will be completed via the signage vendor, Physical Plant, or Lease Property Manager.
- Final Space Cleaning
  - Hospital Planning will contact Environmental Services to clean space before and after the moves

**\*\*If you have any questions, please contact Hospital Planning at 4-4224.**