

ALL STAFF MOVE TO ED-I & ED-II

Townhall
Cynthia Carolina 6.13.23

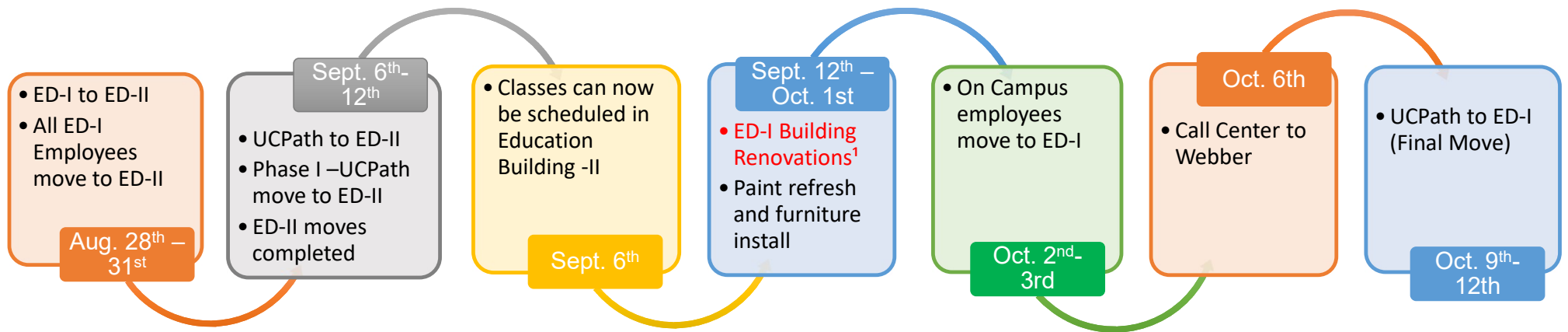
Department Representatives

Receives and share information about the move and relays the information back to their department

- ✓ Storage
- ✓ Moving instructions
- ✓ Packing labels and Boxes
- ✓ Scheduled moved dates
- ✓ Issues or Delays



EMPLOYEE MOVE - TIMELINE ²



¹Building will not be accessible during this time

²Timeline subject to change

Countdown Before the Move



30 Days Before

Purge and Declutter!!

On-site Dumpsters and Boxes will be provided July 17th – August 17th

Pack and Label Boxes. Do not pack Fragile or Personal Items



15 Days

Parking Permits and Campus Badges

Be sure to purchase your Red or Blue permit in Lot 13

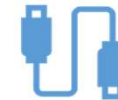
Please contact HR if you need a campus badge



10 Days

ED-II Building Tours August 14th -15th

Sign up to tour ED-II with your unit



5 Days

Pack last remaining Items. Label Everything!

Unplug your computer and wrap cords around Monitor two days before move. Take your laptop home

Show up on your start date and test your computer connections and Printer connectivity

Unit Space Assignments by Building

EDUCATION BUILDING I

- Center for Health Disparities Research (HDR@UCR)
- Department of Social Medicine, Population and Public Health and Center for Healthy Communities
- Division of Biomedical Sciences Administration
- Finance and Administration:
 - Contracts Office, Facilities & Space Planning, Human Resources, Information Technology, Process Improvement
 - Sponsored Research & Programs
- Research Administration
- Undergraduate Medical Education - Anatomy
- UCR Health

EDUCATION BUILDING II

- Academic Affairs
- Compliance
- Dean's Suite
- Development
- Department of Family Medicine
- Department of Internal Medicine
- Department of Pediatric Medicine
- Department of Psychiatry and Neurosciences
- Department of Women's Health
- Division of Biomedical Sciences (Chair)
- Finance and Administration:
 - Business Operations, Controller, FCCR, Information Technology
- Graduate Medical Education
- Student Affairs/Pathway Programs
- Strategic Initiatives
- Undergraduate Medical Education

WORKSTATION TYPICAL



KEY FEATURES

- 6' X 5' WORKSTATION
- 54"H PANELS FOR ACOUSTIC & VISUAL PRIVACY IN SEATED POSITION
- HEIGHT ADJUSTABLE DESK 29 X 70
- 23"H FABRIC PRIVACY SCREEN ATTACHED TO DESK; TACKABLE; MOVES W/DESK
- MOBILE FILE W/ CUSHION TOP (LEFT OR RIGHT HAND USER)
- LED DESK LAMP
- ERGONOMIC TASK CHAIR

PRIVATE OFFICES | THROUGHOUT



KEY FEATURES

- HEIGHT ADJUSTABLE DESK 29 X 70 W/MODESTY
- 48" DESK RETURN
- STORAGE:
 - BOX / BOX / FILE
 - OVERHEAD STORAGE
 - SIDE BOOKCASE WITH FILE DRAWERS
- ERGONOMIC TASK CHAIR
- ARMLESS GUEST CHAIRS
- NOTE: OFFICE WILL HAVE PARTIALLY FROSTED GLASS FOR PRIVACY

Need More Information:

- Please visit Facilities Planning Website:
<https://somfacilities.ucr.edu/>

QUICK LINKS

SOM Ed I Refresh »

SOM Education II Building »

Hulen Place »

Forms & Resources »

Our Staff »

