

## RELOCATING TO A HOLDING FACILITY

Most modernization projects will require that the existing facility be vacated during construction. MCPS maintains several holding facilities for schools undergoing modernization. There is a tentative housing plan prepared each year and identified in the annual CIP request for schools scheduled for modernization. The annual projected housing schedule can change from year to year based on any number of complicated factors. Under normal circumstances, your holding school assignment will be firmed up prior to the beginning of the architectural design phase.

The move to a holding facility will be coordinated by the Department of Materials Management. A representative from that department will contact you approximately six (6) months prior to your move. They will provide you with specific instructions on the move's logistics and assistance on all matters regarding packing, tagging material and, the physical move. A sample memorandum and guidelines that contain material and information you will receive from the Department of Materials Management regarding the move to a holding facility is included at the end of this section.

### HELPFUL HINTS:

- Once your modernization project starts architectural planning and a holding facility is designated, make arrangements with the principal occupying the holding facility to visit. If there are minor modifications needed to accommodate your program while at the holding facility, this information needs to be conveyed to the director of the Department of Facilities Management, as early as possible prior to your relocation. You will have to facilitate this issue directly with the director of Facilities Management.
- Start thinking early about the following:
  - Transportation and identifying bus stops
  - What to take to the holding facility from your existing furniture and equipment
  - New emergency evacuation plans
  - Registering students at the holding facility
  - How to plan the relocation move with your staff
  - Preparing the community and students for the move
- Be proactive in looking at the holding facility and what will be available while you are there. If your program has special needs that will be required at the holding facility, the earlier they are identified the more successful you will be in obtaining additional resources.
- You should begin informing the community well in advance of the actual relocation, and provide them with frequent reminders of the pending relocation. These notifications should go to parents of current students **as well as** parents of students currently in your feeder school who will be affected by the relocation.
- EYE days can be considered, if approved, to facilitate your relocation, as well as early dismissal for the school year. Discuss these matters with your community superintendent.

Department of Facilities Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

May 5, 1997

MEMORANDUM

To: Ms. Laura A. D'Aiutolo, Principal  
Barnsley Elementary School

From: Giles R. Benson, Director

Refer Questions to: John Repass, 279-3348

Subject: The Relocation of Barnsley Elementary School

On June 2, 1997, packers will arrive at Barnsley Elementary School to assist you and teachers as may be required in packing, marking and assembling materials.

Teacher materials should be boxed and the teacher name written on the box label. Furniture items should be similarly marked using masking tape. File cabinets need not be emptied. Teacher desks must be emptied, contents boxed and labeled.

The media center collection will be transported on carts.

Tentative Work Schedule

6/02/97 Packers arrive.  
6/18/97 Remove Ritchie Park material from North Lake.  
6/18/97 Stage material at Barnsley.  
6/30/97 Transport the media collection on carts (need to mark shelving at North Lake).  
6/30/97 Begin transporting furniture and materials to North Lake building.  
7/01/97 Move administration to North Lake.  
7/11/97 Goal to be out of Barnsley.  
7/31/97 Goal to have Barnsley set up for school opening.

GRP:peo

Copy to:  
Mr. Fischer  
Dr. Seleznow  
Mr. Glascoe  
Mr. Wilder  
Mr. Hawes

Department of Facilities Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

May 5, 1997

MEMORANDUM

To: Dr. Annie Gavin, Principal  
Bethesda Elementary School

From: Giles R. Benson, Director

Subject: Tentative Relocation Plans, Summer 1998

**Planning Hints**

- Attached is floor plan for the Radnor Center.
- Plan a visit to the Radnor Center with Mr. Pat Hanehan, Facilities Management (279-3405). Purpose of the visit is to acquaint yourself with the building layout so you can efficiently assign your staff to rooms.
- All furniture currently at the Bethesda building will be transported for Radnor. Survey the furniture at your building and take only what is needed.
- Begin now to review all storerooms to remove items not needed.
- Approximately June 5, 1998, packers will arrive to assist staff in packing, marking and assembling materials.
- Provide staff room assignments at Radnor to this office by June 1.

**Packing/Moving Guidelines**

- File cabinets
  - Do not have to be emptied (unless a lateral file)
  - If cabinet has a lock – do you have the key? If not, wrap masking tape around the lock to prevent an accidental locking of unit.
- Office desks must be emptied – contents packed.
- Bookcases must be emptied – materials packed.
- Box all materials and label each box (see attached label) with staff name. Place label on side of box (not top).
- Tag all furniture (if needed) and all equipment with the staff name. **(Do not use labels on furniture and equipment. Labels will not peel off!)**
- Tape, boxes (empty) and labels (for boxes only) are available upon request.
- All packing should be completed prior to the actual start of the move. (Nice Goal)
- Copiers – must be serviced for this move. Xerox company will move your copier. We will coordinate this together.
- Computers – wrap cords to make move easier, assign same system number to all pieces of computer system
- Vending machines not owned by MCPS must be moved by the appropriate company.
- Personal items should be moved by the staff member. However, we will move personal items remaining in the building but will not take responsibility.
- The media collection will be transported on carts. Do not pack.
- Work with Maintenance to disconnect furniture and/or equipment moving to Radnor.

**At the Radnor Location:**

- Label door frames with the appropriate staff member's name.
- Optional – Provide a rough sketch of the furniture location within each room.

COMMUNICATION IS THE KEY TO OUR SUCCESS

## TENTATIVE RELOCATION PLANS

From: Barnsley at Northlake

To: "New" Barnsley School

Tentative Date: Summer, 1998

Approximately June 5, 1998, packers will arrive to assist staff in packing, marking and assembling materials.

### **Planning/Packing/Moving Guidelines**

1. Begin now to inspect all storerooms to remove items not needed. Notify us for pickup during this school year.
2. File cabinets DO have to be emptied.
3. Office desks must be emptied – contents packed.
4. Bookcases must be emptied – materials packed.
5. Place box label on SIDE of box (Not Top), mark with staff name.
6. Tag returning equipment with the appropriate staff name.
7. Tape, boxes (empty) and labels are available upon request.
8. All packing should be completed prior to the actual start of the move. (Nice Goal)
9. Copiers – must be serviced for this move. Service company will move your copier. We will coordinate this together.
10. Vending machines not owned by MCPS must be moved by the appropriate company.
11. Personal items should be moved by the staff member. We will move personal items if requested.
12. The media collection will be boxed for this move.

### **Construction Notes**

1. Construction Completion Schedule

Strive for early completion of the following areas:

Administrative Area  
Cafeteria or Wing of Classrooms  
Media Center

2. To ensure that you do not purchase furniture/equipment items that are included in the contract, schedule a meeting with the architect and our school construction representative to review the construction contract. (Bookcases, shelf units, refrigerators, etc.)