

DUBLIN INSTITUTE OF TECHNOLOGY



Decant Strategy

Moving to the Central and East Quads

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Contents

1.0	Introduction	2
	Objective.....	2
2.0	Planning and Management of Decant.....	2
	Unit based persons responsible.....	3
3.0	Decant Programme and Timelines	4
4.0	Decant Communication Strategy	4
5.0	De-clutter Strategy	4
6.0	Staff Decant	4
	Staff accommodation/destination	5
	Preparation of Staff to decant	5
7.0	Equipment Decant	5
	Condition Assessment of equipment for decant	5
	Delivery of new equipment	5
	Equipment Decant Warranty issues.....	6
	Decant cost benefit analysis	6
	Equipment labelling.....	6
8.0	Consumables Decant	6
	Decant of consumables.....	6
9.0	Access to Buildings	6
10.0	ICT Decant	6
11.0	Risk Assessment: impact on academic function.....	7
12.0	Disposal of Obsolete Equipment and Surplus Consumables.....	7
13.0	Appendices	7

1.0 Introduction

The relocation of DIT operations to new premises at DIT Grangegorman is among the most significant moves in the history of the Institute. This document sets out the strategy for decant of staff, equipment, consumables and other items from their present locations to new accommodation at Grangegorman. This relocation has a number of facets:

- Several buildings will be decanted into two new buildings
- Some moves are from long established locations whilst others are from recently occupied buildings
- Approximately half of DIT's teaching activities will relocate
- Several different schools, with a wide variety of differing needs, must be accommodated.

Consequently, it is necessary to plan to decant the current locations and move in an agreed systematic manner. It is essential that all staff are involved and fully informed of this process. DIT has extensive experience of relocation, having undergone a number of significant relocations in the last 10 years, e.g. decant of Head Office from Pembroke Street to Rathmines in 2007, of Zhivago building to Bolton Street and Linenhall 2010 and more recently the planning and implementation of the move that is currently underway from Mountjoy Square/Portland Row to the Cluster Buildings at Grangegorman. In all of these relocations, a systematic strategy was devised and implemented. Lessons were learned on each of these occasions and these are incorporated into this strategy.

Objective

The purpose of the strategy is to ensure a smooth and efficient relocation from the current buildings to the PPP Quads in Grangegorman minimising, where possible, disruption to the academic functions of DIT. The strategy will also be useful to the PPP Co so that it can be used to inform the planning of the works relating to the relocation of staff, equipment and consumables.

Appendix A shows the locations from which each of the Schools will move in 2017 to the Central and East Quads.

2.0 Planning and Management of Decant

In order for the decant to be efficient it is essential that an initial stakeholder mapping exercise is undertaken and there is clarity in terms of the roles and responsibilities of staff members. Relevant staff have been setting out the individuals which are Responsible, Accountable, Consulted and Informed (i.e. the RACI process – see figure 1 below) in relation to the various tasks involved in the Decant.

The developed RACI matrix is shown as Appendix B. It is intended that this document will identify all of the relevant issues to be taken into account in the relocation, thereby providing certainty of the process for the PPP Co, the DIT schools and support units, the staff of DIT and the GDA.

The Decant itself is a significant portion of the PPP Equipment and Asset Management sub-project and a project subgroup will be formed to manage the process. This subgroup of the DIT Campus Planning Team will be led by Louis Gunnigan and will have input from the Colleges, the Estates Office, Information Services, Human Resources and Finance. Using the experience of the September 2014 move, this subgroup will plan the project, establish the resources required to complete the project, initiate the relevant actions to achieve the project tasks, monitor progress and report to the DIT PPP Quads Change Group.

R	Responsible
	<ul style="list-style-type: none"> – Who is/will be doing this task? – Who is assigned to work on this task?
A	Accountable
	<ul style="list-style-type: none"> – Who has the authority to take decisions? – Who deals with the outcome?
C	Consulted
	<ul style="list-style-type: none"> – Who must be consulted before a decision is made or action is taken?
I	Informed
	<ul style="list-style-type: none"> – Who must be informed of actions, decisions and progress

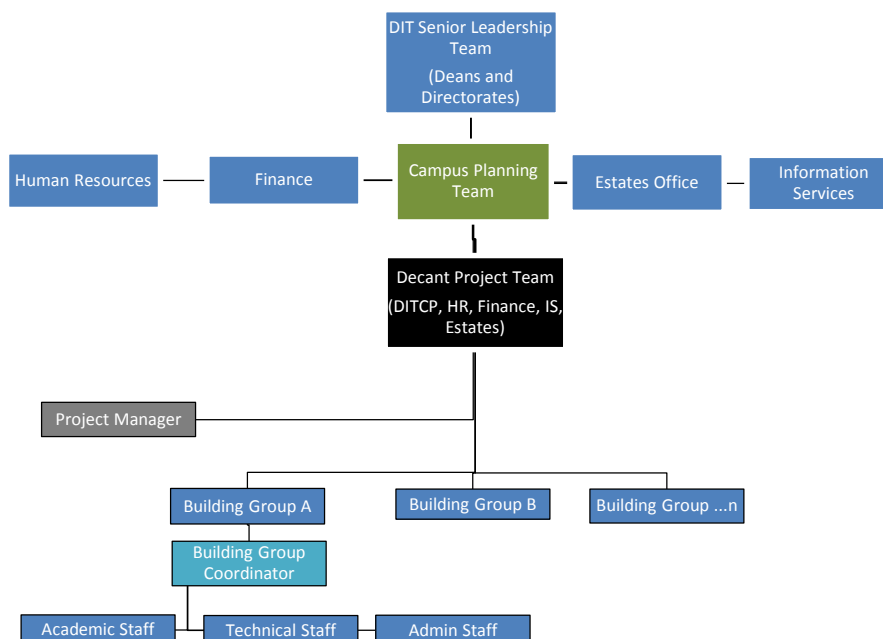
Figure 1. RACI Process

As the workload is anticipated to increase substantially in the 12 months in advance of the relocation, DIT will, at that point, directly commission a 3rd party project manager to manage all of the DIT related aspects of the Decant. Once this project manager is appointed, it is expected that the Public Private Partnership Company (PPPCo) will liaise closely with this project manager to ensure that the relocation proceeds with the minimum disruption to DIT's provision of its educational programmes.

Unit based persons responsible

Each unit, either a School or Administrative unit, currently has a Building Group Coordinator. Each Coordinator will be the unit's contact point for the decanting process. The unit may wish to appoint a specific technical person to coordinate specific aspects of the move. One of the coordinators' primary roles is to confirm the list of items to be relocated (see sections 7 and 8 below).

The organisation structure for this decant is shown below in Figure 2

**Figure 2: DIT Organisation Structure for the Decant.**

3.0 Decant Programme and Timelines

A draft outline of the decant programme is shown in Appendix C. This high level programme is in development at present by DIT Campus Planning with tasks, estimated durations and sequence being identified before adding milestones. Feedback on the draft decant programme will be sought by each School and, where necessary (and practical), the programme will be modified.

Once the high level programme is finalised, it will be sent by DITCP to all staff through the DIT email system. Staff briefings will be undertaken by DIT Campus Planning in accordance with the Decant Programme to ensure that all staff are aware of the key milestone dates on the programme and of the obligations on staff themselves to prepare for the Decant. Staff will be notified that rigid adherence to the programme will be essential. Following the formation of the Decant Project Team, a detailed programme for the Decant will be produced. The programme will allow for a period of time for logging equipment to be moved and for compilation of appropriate documentation. It is essential that the move takes place in a coordinated manner such that the Decant is achieved as efficiently as possible.

4.0 Decant Communication Strategy

This document will be the foundation of the Decant Communication Strategy. Full development of the Decant Communication Strategy will be undertaken by the Decant Project Team with input from the Building Group Coordinators. Communication of details of the Decant will be responsibility of the Building Group Co-ordinators. It will also be posted on the DIT website at <http://www.dit.ie/grangegorman/information-for-staff/relocation/>. Presentations to staff on the Strategy will be provided by DIT Campus Planning on a systematic basis with the relevant Schools/Units.

5.0 De-clutter Strategy

Over several years, staff has gradually accumulated items that are no longer necessary for the delivery of the programmes. The relocation provides DIT staff an opportunity to bring with them only the items that are necessary and required for their teaching and research. Unrequired or out of date items should not be relocated. In addition, the teaching technology that will be available provides a unique opportunity to maximise the use of digital material and to move away from older methods of lecturing (involving the extensive use of paper). DIT staff will receive assistance to digitise their teaching materials in the time between September 2015 and February 2017. A strategy document is currently in development (by DIT Campus Planning) and will draw heavily on the experiences of staff moving in September 2014. The strategy will have been fully developed by May 2015 and its delivery will become a task for the Decant Project Team.

6.0 Staff Decant

Staff members will be decanted to their new locations on the appointed day.

Staff accommodation/destination

Each staff member moving to the new facility will be assigned a workstation with a coded reference. This will be notified to the staff member in advance of the move date.

Preparation of Staff to decant

It is proposed that the PPPCo will provide each staff member be given a maximum of ten boxes (400x300x300mm) for their effects. Staff must ensure that their belongings are appropriately labelled and packaged. The PPPCo will then deliver these effects to the staff member's new workstation in the PPP Quads. Computers will be separately moved.

It is important that staff in general when moving their effects have due consideration of the DIT de-clutter strategy.

7.0 Equipment Decant

The Decant of equipment and consumables is essential for the smooth operation of the Grangegorman facilities. There are several different types of equipment which will be moved by the PPPCo. To prepare for the move, DIT will first categorise equipment (initial categorisation attached as Appendix D) and identify equipment under each category (Appendix E – Equipment Relocation Schedule). It will be essential to assess the current condition of each item to ensure that the benefit of moving the equipment exceeds the cost of its relocation. A Health & Safety risk assessment (which will form part of that referred to later in Section 11) will form part of this process and the outcome of the exercise will be to identify a definitive list of the equipment to be relocated. Any risks/hazards associated with the movement of equipment will be notified to the PPPCo. DIT will inform the PPPCo where there are specific Health & Safety issues associated with movement of equipment.

By identifying each item under a specific category, DIT will provide details of how Decant Equipment will be physically presented for PPPCo on move day, i.e. in relation to serviced items with water/electrical/vent connections etc., these should be disconnected in advance and the item presented will be ready for moving by PPP Co. This schedule will show the dates that relocation can take place and confirm by signature that the item will be ready to move on the date identified.

Condition Assessment of equipment for decant

If equipment is damaged during the move DIT's pre-move assessment will show that it was in working order and that it was fit for purpose when it left our premises. It will also assess its fitness for purpose in the new building. Only such equipment that is deemed fit for purpose in the new building will be relocated. The outcome of the pre-move assessment will be noted against each item on the final list of equipment to be relocated. If the PPPCo wishes to witness this assessment, this will be facilitated by DIT.

Delivery of new equipment

In cases where Group 6 or Group 4 FF&E is unsuitable for transfer to the new location, it will be replaced with new Group 3 FF&E. Installation and calibration of such items will be carried out by the supplier with access being granted by the PPPCo.

Equipment Decant Warranty issues

Some equipment may void its warranty if not moved by a specialist procedure. It will be necessary to identify such equipment to the PPPCo.

Decant cost benefit analysis

A cost benefit analysis of moving all equipment will be carried out. Thus, certain large pieces of equipment may be so difficult to move that their relocation is not economical.

Equipment labelling

All equipment to be moved will be appropriately labelled by DIT to assist the PPPCo in moving it to the appropriate location. Where appropriate, equipment that is relocated must have its new location recorded in the DIT Asset Register. This is an internal DIT issue that will be managed by the DIT Estates Office.

8.0 Consumables Decant

Decant of consumables

Technical, Administrative and Academic Staff should aim to run down stocks of materials as much as possible in advance of the move. This will lower transport costs. DIT will inform the PPPCo with a definitive list of the amount of consumables to be moved and any associated hazards, six months prior to services commencement.

9.0 Access to Buildings

The PPP Co will relocate equipment that has been identified by DIT Schools. As the PPP Co will not be familiar with the equipment or aware of the layout of DIT buildings, it will be essential that there will be access to all appropriate rooms on the day of the equipment removal. The coordination of this process between DIT personnel and the PPP Co will be one of the duties and responsibilities of the DIT-appointed project manager. In the event that an existing building requires alterations to remove specific equipment, DIT will carry out such work in advance of the removal.

10.0 ICT Decant

The only ICT equipment to be decanted will be a number of desktop PCs and 3rd party printers that will be assessed for fitness for purpose closer to the time of the move. These will be relocated using the process described in Section 7 above, with Information Services being the relevant Building Group.

11.0 Risk Assessment: impact on academic function

Each School or administrative unit is obliged to carry out a Risk Assessment. This should include an "analysis of potential impact on academic function" e.g. if certain items are required to move early, how will it impact on the delivery of education services? Will the potential early movement of certain larger items impact on exam schedules etc.? A short risk identification workshop will be set up by Campus Planning in May 2015 and contingency arrangements will be established where necessary. Particular contingency measures may be required where a building requires alteration to facilitate the movement of a large item of equipment.

12.0 Disposal of Obsolete Equipment and Surplus Consumables

All obsolete and worn out equipment or surplus consumables in existing buildings will be disposed of in accordance with the appropriate DIT guidelines and public sector regulations for such items. This task will be undertaken by the Estates Office following services commencement in the new buildings.

13.0 Appendices

These are in draft form and will be subject to further development

- A. Central and East Quad Schools – Locations and Affiliations
- B. RACI template
- C. Decant Programme
- D. Categories of equipment to be relocated
- E. Equipment Relocation Schedule

Appendix A

Central and East Quad Schools: Locations and Affiliation

Location	School	College Affiliation	Location 2016
Central Quad	Physics	Sciences & Health	Kevin Street
	National Optometry Centre (This Centre is incorporated into the School of Physics)	Sciences & Health	Kevin Street/New Bride Street
	Chemical & Pharmaceutical Sciences	Sciences & Health	Kevin Street
	Mathematical Sciences	Sciences & Health	Kevin Street
	Biological Sciences	Sciences & Health	Kevin Street
	Food Science & Environmental Health	Sciences & Health	Cathal Brugha Street
	Computing	Sciences & Health	Kevin Street
	Culinary Arts & Food Technology	Applied Arts & Tourism	Cathal Brugha Street
	Hospitality Management & Tourism	Applied Arts & Tourism	Cathal Brugha Street
	Electrical and Electronic Engineering *	Engineering & Built Environment	Kevin Street
East Quad	Art Design & Printing**	Applied Arts & Tourism	Grangegorman
	Music & Drama	Applied Arts & Tourism	Chatham Row/Clarendon Row and Rathmines
	Languages, Law & Society***	Applied Arts & Tourism	Languages from Kevin St and Cathal Brugha St. Social Science in Grangegorman.
	Media**	Applied Arts & Tourism	Aungier St, Grangegorman (Photography)

* This School is an amalgamation of the former School of Electrical Engineering and the School of Electronic and Communications Engineering.

** Prior to 2017 the School of Art Design & Printing (ADP) will merge with the School of Media to form the School of Creative Media. The Printing element of ADP is based in Bolton Street and will not be relocating to Grangegorman in 2017.

*** This School is an amalgamation of the former School of Languages and the School of Social Sciences. The Social Science element of this School is based in Grangegorman. The Languages element associated with the Tourism programmes in Cathal Brugha St/Sackville Place will relocate in 2017. The remaining Languages elements, currently located in Kevin St, are not relocating to Grangegorman in 2017.

Appendix B

RACI Template

	SLT/Deans									School Building Groups											Support	Staff /Students	DITCP					Non DIT	Unions																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
<div>R: Responsible A: Accountable C: Consulted I: Informed</div> Project Deliverable	President	Dean of Sciences			Dean of Arts/Tourism			Dean of Eng/BE			Dean of Business			Dean of Research			Director of Academic Affairs			Director of Finance			Director of HR			Music & Drama			Art & Design			Media			Languages Law Society			Culinary Arts			Hospitality Mgt & Tourism			Electrical/Electronic Eng			Biological Sciences			Chem and Pharma Science			Computing			Food Sci/Env Health			Math Sciences			Physics			Information Services			Estates Office			Catering /retail services			Academic Staff moving			Admin /support moving			Students			Paul Horan			Peter Heaslip			Gary Henehan			Louis Gunnigan			John Darcy			NDFA			GDA			PPPCo			TUI			SIPTU			Impact			TEEU																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
1. Develop RACI Matrix	I	C	C	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I

10. Carry out risk assessment of moving equipment		A	A	A				C		C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R		C	C	R	R	R	C	C	I					
11. Compile draft list of actual equipment to be moved	I	A	A	A	I	I	I	C	I	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R	I	C	C	R	R	R	I	I	I	I	I	I	I	
12. Appoint the DIT Project Manager for the relocation	I	C	C	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	A	C	C	C	C	I	I	I	I	I	I	I	
13. Carry out pre-move equipment testing		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	C		I	I		I	I	C	C	C	I	I	I					
14. Review draft list of equipment to be moved		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	C		I	I		C	C	R	R	R		I						
15. Issue final list of equipment to be moved		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	C		I	I		C	C	R	R	R	I	I	I	I	I	I	I	
16. Disconnection of equipment																																							
17. Labelling of equipment		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	R		R	R		C	C	R	R	R	I	I	I					
18. Moving equipment	I	I	I	I				I	I	I	I	I	I	I	I	I	I	I	I	I	C	C		C	C		C	C	C	C	C	I	I	A	R				
19. Reconnecting equipment																																							
20. Testing/recalibration/commissioning of equipment																																							
21. Establish the extent of consumables to be decanted		A	A	A				I		R	R	R	R	R	R	R	R	R	R	R	R	R	C	C	R		C	C	R	R	R	I	I						
22. Carry out decant cost benefit analysis on consumables		A	A	A				C		C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R		C	C	R	R	R	I	C						
23. Carry out risk assessment of moving consumables		A	A	A				C		C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R		C	C	R	R	R	I	C	I					
24. Compile draft list of actual consumables to be moved	I	A	A	A	I	I	I	C	I	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R	I	C	C	R	R	R	I	I	I	I	I	I	I	
25. Review consumable stock and update list of consumables to move		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	C		I	I		C	C	R	R	R		I						
26. Issue final list of consumables to move		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	C		I	I		C	C	R	R	R	I	I	I	I	I	I	I	
27. Labelling and packing of consumables		A	A	A				C		R	R	R	R	R	R	R	R	R	R	R	R	R		R	R		C	C	R	R	R	I	I	I					
28. Moving consumables	I	I	I	I				I	I	I	I	I	I	I	I	I	I	I	I	I	C	C		C	C		C	C	C	C	C	I	I	A	R				
29. Develop Decant Communications Strategy	I	C	C	C	I	I	I	I	C	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R	I	C	A	R	R	R	I	I			I	I	I	I
30. Develop declutter strategy	I	C	C	C	I	I	I	I	C	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R	I	C	A	R	R	R	I	I			I	I	I	I
31. Prepare Staff to decant	I	C	C	C	I	I	I	I	C	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R		C	A	R	R	R	I	I			I	I	I	I

32. Provide support to staff to digitise teaching materials	I	C	C	C	I	I	I	I	C	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R		C	A	R	R	R	I	I		I	I	I	I	
33. Allocate staff desks at new destination	I	A	A	A	I	I	I	I	C	R	R	R	R	R	R	R	R	R	R	R	R	R	C	C	C		I	I	I	I	I	I	I	I	I	I	I	I	
34. Establish procedures with PPPCo for movement of equipment	I	C	C	C	I	I	I	I	C	C	C	C	C	C	C	C	C	C	C	C	R	R	C	C	R	I	C	A	R	R	R	C	C	C	I	I	I	I	
35. Brief DIT Staff on agreed procedures	I	C	C	C	I	I	I	I	A	R	C	C	C	C	C	C	C	C	C	C	C	C		I	I		C	C	R	R	R				I	I	I	I	
36. Labelled boxes delivered to existing staff offices	I	C	C	C	I	I	I	I	I	C	C	C	C	C	C	C	C	C	C	C	C	C		I	I		I	I	C	C	C	I	I	A	R				
37. Academic staff pack items to be moved	I	A	A	A	I	I	I	I	I	R	R	R	R	R	R	R	R	R	R	R	R	R		R	I		I	I	I	I	I								
38. Administrative & Technical staff pack items to be moved	I	A	A	A	I	I	I	I	I	R	R	R	R	R	R	R	R	R	R	R	R	R		I	R		I	I	I	I	I								
39. PPP Co moving staff belongings	I	C	C	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	C	C		I	I		C	R	C	C	C	I	I	A	R				
40. Monitor the moving process and interact with PPPCo in accordance with the agreed procedures	I	I	I	I	I	I	I	I	C	I	I	I	I	I	I	I	I	I	I	I	R	R	C	C	R	I	C	A	R	R	R	I	C	C	I	I	I	I	

Appendix C

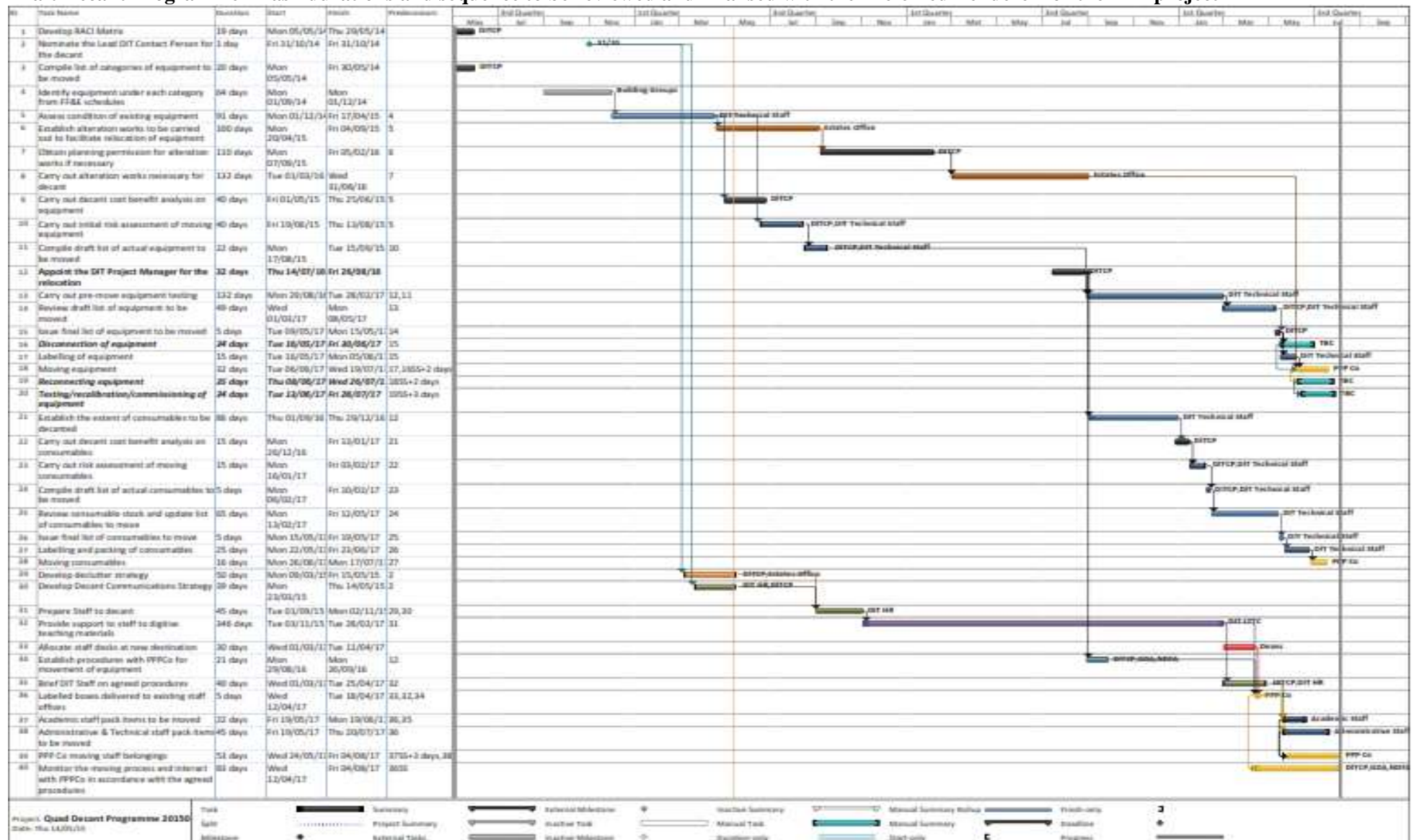
Decant Programme

- Establish the tasks required for the generation of the programme
- Estimate a duration for each task
- Identify the milestone dates for completion of specific tasks
- Sequence the tasks to comply with the construction/fit-out programme

Tasks:	Duration
1. Develop RACI Matrix	
2. Nominate the Lead DIT Contact Person for the decant	
3. Compile list of categories of equipment to be moved	
4. Identify equipment under each category from FF&E schedules	
5. Assess condition of existing equipment	
6. Establish alteration works to be carried out to facilitate relocation of equipment	
7. Obtain planning permission for alteration works if necessary	
8. Carry out alteration works necessary for decant	
9. Carry out decant cost benefit analysis on equipment	
10. Carry out risk assessment of moving equipment	
11. Compile draft list of actual equipment to be moved	
12. Appoint the DIT Project Manager for the relocation	
13. Carry out pre-move equipment testing	
14. Review draft list of equipment to be moved	
15. Issue final list of equipment to be moved	
16. <i>Disconnection of equipment</i>	
17. Labelling of equipment	
18. Moving equipment	
19. <i>Reconnecting equipment</i>	
20. <i>Testing/recalibration/commissioning of equipment</i>	
21. Establish the extent of consumables to be decanted	
22. Carry out decant cost benefit analysis on consumables	
23. Carry out risk assessment of moving consumables	
24. Compile draft list of actual consumables to be moved	
25. Review consumable stock and update list of consumables to move	
26. Issue final list of consumables to move	
27. Labelling and packing of consumables	
28. Moving consumables	
29. Develop Decant Communications Strategy	
30. Develop declutter strategy	
31. Prepare Staff to decant	
32. Provide support to staff to digitise teaching materials	
33. Allocate staff desks at new destination	
34. Establish procedures with PPPCo for movement of equipment	
35. Brief DIT Staff on agreed procedures	
36. Labelled boxes delivered to existing staff offices	
37. Academic staff pack items to be moved	
38. Administrative & Technical staff pack items to be moved	
39. PPP Co moving staff belongings	
40. Monitor the moving process and interact with PPPCo in accordance with the agreed procedures	

Milestones:		
Event	Date	Preceding task to be completed

Draft Decant Programme - Task durations and sequence to be reviewed and finalised with the Preferred Tenderer for the PPP project



Appendix D

Categories of Equipment to be relocated

- A. *Equipment impacting on construction e.g. equipment requiring specialised ducting for exhaust fumes, items that must be built in to the new building, etc.*
- B. *Equipment whose movement will require alteration of existing building*
- C. *Large scale equipment requiring disconnection, specialist movement, reconnection and certification prior to use, e.g. woodworking equipment, large electrical equipment, etc*
- D. *Small fixed equipment requiring disconnection, reconnection and certification prior to use*
- E. *Sensitive equipment that is susceptible to damage, e.g. laboratory glassware, etc.*
- F. *Equipment requiring specialist commissioning or calibration, e.g. measurement equipment in science labs, specialist equipment for Optometry, etc.*
- G. *Portable laboratory/workshop/kitchen equipment*
- H. *Equipment of irregular shape that will not readily fit into a crate*
- I. *Staff belongings/personal effects*

(Other categories to be added)

Appendix E

1	Equipment Relocation Schedule															
2																
3	Equipment Identifier	Equipment Category (see appended classification)	Current location of equipment (site and Room Code)	New location for equipment in Grangegorman	Is Equipment in working order?	Electrical Connection (single or 3 phase)	Water Connection	Gas Connection	Other Services	Hazards Associated with Moving this equipment	Special Instructions for moving this equipment	Disconnection required by DIT	Disconnection Arranged	Dates available for relocation	Comment	Signed
4	Atomic Absorption Spectrometer	C	Cathal Brugha St, Room 5.03	Central Quad Room X.X	Confirmed working	Single	No	Yes	No	Acetylene Gas connection. This is an explosive gas and needs to be handled with care.	Needs to be handled with care and installed in a room with a suitable gas connection and ducting for removal of fumes.					
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