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Research Move Requests:

For all research moves within Kingston General Hospital (KGH), please complete the “*KGH Move Form*” and email the completed form to KGH’s Space Planner, Karen Cashman (cashmank@kgh.kari.net). The move form can be found on the KGH Intranet site or at this link under “Forms”:
<http://www.kgh.on.ca/research/researchers-staff-trainees/policies-and-forms>.
A separate “*KGH Move Form*” is required for each person.

All research moves require at least 2-4 weeks lead-time in order to coordinate all the departments (i.e. maintenance, security, environmental services, Bell Canada, IT). Longer lead-times may be required if minor renovations are also required (i.e. painting, new carpet install, door or lock replacement, assembling new furniture). KGH’s Planning Office handles all of the moves and coordination with the various departments. All moves happen on Wednesdays.

Researchers, research staff, students, and trainees are required to empty, pack and label contents of all furniture and filing cabinets prior to the move. On your “*KGH Move Form*” please indicate the number of move boxes required and they will be delivered to your location by KGH’s Environmental Services’ Department prior to your move date. Any new phone units, computers, and/or office equipment required for the research move is to be purchased in advance of the move date and is the responsibility of the researchers to order through proper channels at KGH.

<http://www.kgh.on.ca/research>

Contact:

kghri@kgh.kari.net

(613) 549-6666, ext. 3333