

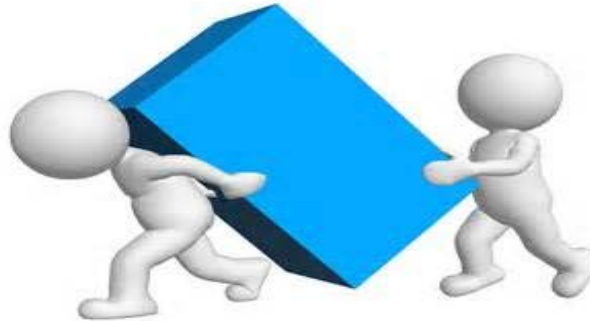
Research Road Map

April 2017

Research Move Requests Issue

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Research Move Requests:

For all research moves within Kingston Health Sciences Centre (KHSC), please complete the “*KHSC-KGH Site Move Form*” and email the completed form to KHSC’s Space Planner, Karen Cashman (cashmank@kgh.kari.net). The move form can be found on the KHSC Intranet site or at this link under “Forms”: <http://www.kgh.on.ca/research/researchers-staff-trainees/policies-and-forms>. A separate “*KHSC 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). KHSC’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 “*KHSC Move Form*” please indicate the number of move boxes required and they will be delivered to your location by KHSC’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 KHSC.

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

Contact:

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