

Research Road Map

May 2018

Research Move Requests Issue

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Research Move Requests:

For all research moves within Kingston Health Sciences Centre (KHSC)-Kingston General Hospital (KGH) Site, please complete the “*KHSC Move Form*” and email the completed form to KHSC’s Space Planner, Karen Cashman (Karen.Cashman@kingstonhsc.ca). 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 4-6 weeks lead-time in order to coordinate all the hospital 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 the coordination with the various hospital departments. All moves happen on Wednesdays only.

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, office equipment and/or furniture required for the research move is to be purchased in advance of the move date through proper channels at KHSC. All direct costs are the responsibility of the researchers.

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

Contact:

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