

What Do I Do with All These Leftovers? A Guide to Sustainable Move Practices

Abstract:

Duke Clinical Research Institute (DCRI) is the world's premier Academic Research Organization. We employ approximately 1100 people located in four buildings. Employee location is driven by constant labor allocation to over 427 clinical trial related projects. This results in an average churn rate of 17%. We'll conduct another large move in 2012.

We consider ourselves "experts" at employee relocation and have presented move-related topics for the last two years at the International Facility Management Association's World Workplace. But after our last large corporate move (250 employees), we were surprised (and dismayed) at how much "stuff" was left behind. Our Move Team felt that there had to be a way to reduce, reuse, or recycle at least some of the detritus, rather than send everything to a landfill. For the second phase of that relocation project, we devised a simple system for sorting basic office supplies into categories for reuse, donation, or "unknown" (meaning we would try to find out how to recycle it). This was a success from the standpoint of collecting supplies and saving them from the landfill. But, we quickly came to the realization that we could do more to create a sustainable set of employee relocation practices.

This presentation will show how to plan an employee relocation that creates minimum waste and incorporates sustainable best practices. Our recommendations run the gamut of basic recycling to clearing the building that is to be vacated.

Presentation Outline:

1. Identifying move-related waste
 - a. Many companies have incorporated sustainability programs into their day-to-day operations, but the relocation of employees can create a different set of sustainability challenges. Devising a plan for handling the array of items that will not be moved can provide an opportunity to "green" your move process.
 - i. What is meant by "move-related waste"?
 - ii. Identifying and categorizing items that won't move to the new office space.
 - iii. Recognizing potential reuse opportunities can be challenging and may depend on a wide array of resources, such as remanufacturers, charities, and specialty recyclers. Organized reuse strategies can help reduce waste.
 - iv. Team members and employees should be familiar with the progression of sustainable move processes and their personal part in its success. Training and communication is important for vendors, service providers, and employees.
2. What are the components of a sustainable move process?
 - a. Pre-move phase
 - i. Identify which major furniture/fixtures/equipment will not be needed at the destination site.
 - ii. Determine available resources that accept large scale items for reuse and make initial contacts. Good resources may include local furniture remanufacturers or Habitat for Humanity.

- iii. Determine available resources that accept small recyclables such as paper, plastics, and office supplies. Good resources may include your recycling provider and local schools or other non-profit organizations.
 - iv. Devise simple metrics so you can track costs and other information such as how much landfill space has been saved.
 - v. Stop ordering new furniture/fixtures/equipment and supplies until after the move to the new site.
 - vi. Work with a company authorized to manage the secure collection and destruction of unwanted computers and electronics.
 - vii. Educate employees about how a sustainability program ties into your company's move process.
- b. The Move
- i. Working with your mover, plan for the use (purchase or rental) of plastic crates instead of boxes for the movement of office contents.
 - ii. Determine optimum placement of "recycling centers" at the origination and destination sites.
 - iii. Use multiple bins for white paper, mixed paper, and confidential documents. Just in case: make plastic, metals, and glass recycling available also.
 - iv. Set-up clearly marked supply collection areas with specific containers for left-over supplies.
- c. Post Move
- i. Inventory the items that are left behind and determine final resolution of disposal.
 - ii. Implement a distribution plan for reusable supplies.
 - iii. Explore the concept of an Employee "Garage Sale".
 - iv. If possible, coordinate with your landlord to leave furniture in vacated space after the move.
 - v. Schedule, coordinate, and supervise the removal of large scale items.
3. Simple tips/suggestions.
- a. Start early. Once you know what's not moving, develop a plan to have it reused or recycled.
 - b. Educate users to bring them onboard with sustainable move practices.
 - c. Have clearly marked collection containers for recycling and extra office supplies.
 - d. Make contacts with pre-owned furniture dealers in your area. They are a great resource when it comes to selling or repurposing unwanted office furniture.
 - e. Reach out to donation centers, local schools and non-profits about picking up unwanted supplies that can be reused.
 - f. Sell furniture at the origination to the landlord or new tenant.

Learning Objectives:

1. Create an awareness of the potential waste that can be created by an employee office move.
2. Show how to approach an employee office move sustainably from beginning-to-end.
3. Learn simple tips to reduce waste during an employee move.

Speaker #1 Introduction:

Through over 25 years of experience, Cristine Karasek has developed a thorough knowledge of Facility Management. From running her own business to working within the guidelines of corporate structure, she understands what is necessary to ensure smooth day-to-day facility operations, as well as the urgency required to handle unexpected emergency situations. During her years in this industry, she has relocated over 2500 employees and has encountered every imaginable problem related to building renovations and employee moves. Through this experience, she has gained the skills and knowledge necessary to manage a successful Facility Services group.

Speaker #1 Background:

Cristine Karasek, CFM, has been a Facility Professional for 25 years and has served in many different capacities in the industry. She was part of the original group of designees awarded the CFM credential in 1992. Building upon a Bachelor of Sciences Degree in Interior Design Degree from Purdue University, she has specialized in employee office relocations ranging from an 800-person move over a single weekend to weekly scheduled moves based on labor allocation. Cristine owned her own consulting company specializing in corporate relocation project management and tenant representation. Cristine currently serves as the Director of Facility Services for Duke Clinical Research Institute, Duke University Medical Center in Durham, NC. In this role she is responsible for overseeing all Facility-related services and the management of over 275,000 square feet of office space.

Speaker #2 Introduction:

Marshall Bain is relatively new to the Facility Services field. However, through formal training and on-the-job experience he has quickly developed the skills necessary to assume the role of Lead Move Coordinator for DCRI. Additionally he is the DCRI Building Coordinator for a 75,000 square foot remote facility and is responsible for the daily operations. Marshall has a Bachelor's Degree in Public Policy from the University of North Carolina, Chapel Hill. From his recent education and with being new to the field, Marshall offers a fresh perspective to many aspects of Facility Services.

Speaker #2 Background:

Marshall Bain began his career in Facility Services with Duke Clinical Research Institute in 2005. He began as an administrative assistant to Cristine Karasek, Director Facility Services, and was responsible for the furniture budget. He was promoted to Move Coordinator and is responsible for coordinating DCRI moves, scheduling work with vendor services, and working with individual employees on ergonomic issues. During 2008 DCRI moved 280 employees into a newly renovated building in downtown Durham consisting of 75,000 sq feet of leased floor space. The move was executed in six stages, spanning August to December 2008. Marshall completed his Facility Management Professional designation in October 2008

