

Frequently asked questions about the moving process

(will still be updated continuously – last updated 8 February)

New info 3 February – revised 8 February

When can we get things up on the walls?

A) In my office?

The first occasion is on Tuesday 16 February (there will also be an opportunity later in February). Please register your needs on <http://biologi.uib.no/pages/melding.php> in the category “Oppheng”. If you are NOT PRESENT in your office on Monday, please mark where the different things should be hung (preferably with a pencil – post it tags fall off).

Deadline for having it done on Tuesday 9 February: **MONDAY 15 FEBRUARY AT NOON!**

(If the needs registered take more than a day, the rest of the tasks will be transferred to a day later in February.)

B) In labs etc?

This is also on Tuesday 16 February. Follow the same procedure as described above for offices, but you need to be there/be available when the job is done.

C) In the hallways and social areas?

BIO has appointed a decoration committee and asked them to work out a comprehensive solution for decorating all the common areas at BIO. The committee consists of Harald Kryvi (leader), Mikal Heldal, Elin Holm and Beate Helle. They have already started working and are in the process of getting an overview of what can be found at BIO regarding pieces of art, photographs, old scientific equipment worth exhibiting etc and which areas that need decoration. ***NB! Nothing should be hung on the walls in the hallways and social areas until the decoration plan is ready (unless otherwise agreed with the committee).***

New info 27 January

Leftover furniture – come and pick! (First come – first served)

Outside the seminar rooms on the first floor in the A-building, there are some leftover tables, rolling desk drawers, cupboards etc from Realfagbygget. Anyone can pick anything they like here! If you find something that you have already registered as a furniture need on the “meldings-side”, please update it.

What is the deadline for sending in needs of extra furniture for my office?

If you need any extra furniture for your office (extra bookshelves, tables, chairs etc) please make sure you register your needs through this page: <http://biologi.uib.no/pages/melding.php>
NO LATER THAN FRIDAY 5 FEBRUARY.

New info 22 January

What do I do if the fire alarm starts ringing?

You evacuate the building as quickly and calmly as possible by the nearest accessible escape route and go to the area between the new buildings and the old HIB building. We urge everybody to identify the closest escape routes to your office, your lab(s) and any other places in the building where you do your work.

The people at each floor with some extra responsibility in case of fire (“brannansvarlige”) have just been appointed, and once they have received the necessary information, they will pass this information on to the other people on the floor they are responsible for. We expect this to happen in the near future.

Is the fire alarm activated so that it starts ringing if a fire starts?

YES!

Can I have shelves on the walls in my office?

No, the walls are not constructed for heavy stuff. All shelves must be placed on the floor. Only the walls in the labs are constructed for wall mounted cupboards and shelves.

Where do I find out where somebody has their office?

BIO has a page on the internal BIO website where you can find out where people have their offices, who belongs to the different research groups and who have the room responsibility for labs etc: http://www.biologi.uib.no/folk_og_lokaliteter.php.

Needs of extra furniture

By the end of January, we will order the last batch of furniture for the offices (extra bookshelves, chairs for guests, extra tables etc). Don't forget to tell us what you need through this web page: <http://biologi.uib.no/pages/melding.php>. Please also use this web page if you know about things that are not working properly (if you have already written something, we are aware of it although it may take some time before the case is solved). If you have any spare furniture or equipment we would really like to know this as well, so we don't buy things that we already have!

What's BIO's new address?

Institutt for biologi/Department of Biology
Thormøhlensgt. 53 A
5006 Bergen

Mail sendt from Gunnar Bratbak 20 January "En liten orientering:"

Hei alle

Vi prøver å følge opp det som er meldt om feil og mangler, men får ikke tilbakemelding fra leverandører og håndverkere når jobben er gjort. Det er derfor litt vanskelig å vite når vi skal purre på hva.

Det går montører, elektrikere og rørleggere på huset for bl.a. å montere de minikjøkkenene som ikke er montert ferdig enda.

Inkubatorer er satt i bestilling (dette er et større anbud med klagefrist etc så det tar enda noe tid før varene kommer).

Teknisk opplegg (strøm og vann) til labvaskemaskiner, små autoklaver, milliQ anlegg og destvannsanlegg er nå klart og leverandørene vil nå komme å montere utstyret.

Til Labansvarlige

Laboratorieleverandøren kommer snart (uke 4) for å gjøre ting ferdig, rette feil og gjøre nødvendige endringer. For å få mest mulig med oss må ønsker om endringer meldes på web siden: <http://biologi.uib.no/pages/melding.php> (det som er meldt har vi fått med oss)

Det er flere som ønsker ekstra hyller i labinnredningen (reoler, høyskap og overskap)

For å få en oversikt over behovet og gjøre en samlet bestilling trenger vi info om størrelse (lengde/bredde) og antall. De vanligste størrelsene er

Dybde 30cm lengde 90 cm

Dybde 30cm lengde 120 cm

Dybde 50cm lengde 90 cm

Dybde 50cm lengde 120 cm

Send meg en epost med størrelse og antall så får vi dette på plass.

mvh

Gunnar

New info 18 December

DOORS CLOSE FROM MONDAY 21 DECEMBER – ALSO DOORS INSIDE THE BUILDING!

All doors with electronic locks will be locked from Monday 21 December – please carry your key card with you at all times when leaving your office. The system is as follows:

Doors in elevators: locked at all times – you need your key card

Doors between floors (into the stair ways): locked at all times – you need your key card

Main entrance: Open between 8 AM and 3:45 PM. Outside opening hours you must use your key card *with* the code. It is possible to get from the main entrance and up to the reception during opening hours without a key card.

New info 16 December

Can I just hang up things on the wall myself?

We kindly ask you not to do this yourself but wait for the caretakers who will be asked to come and help us with this in January. Please use the [web page](#) for reporting things about practical issues etc if you want them to come to your office or lab.

Can I get something to cover the glass in my office door?

A film with a frosty look has already been ordered to reduce the full visibility.

New info 10 December 11:15 and 13:45

The outdoor blinds are not working

The outdoor blinds have not been put into function yet, but will be soon.

Where can I send information about things that are not working, furniture needs or spare furniture/equipment?

Please use the [web page](#) put up for this.

Where can I print?

Status for the printers is as follows:

The A Building:

- BIO_A2_Ekspedisjon
- BIO_A2_Color (corridor 2. etg)
- BIO_A2_Okonomi
- BIO_A4_Fargelaser (installation in progress)
- Pullprint (3tg) (installation in progress)

- BIO_A2_OceAdm i Magasinet rom 2A11 (printserver [\\kvasiprint](#))

Please note that they have new queue names. They are all on the printserver [\\print](#) if otherwise mentioned.

The B Building

Pullprint (2nd floor) (installation in progress)

(more printers are coming as the moving progresses)

Remember to delete old print queues on your computer.

How does the rubbish system work?

Empty cardboard boxes (but NOT OTHER RUBBISH) can be placed flat in the trolleys by the elevators in the 2nd and 4th floor in each building. Follow the instructions on the wall.

For *all other rubbish*, the following solution should be used:

There are three containers (from BIR) as a temporary solution for rubbish handling:

- one for glass-/metal - a grey 600 ltr container on wheels outside the main entrance at the new buildings
- two larger containers between HIB/Biobuilding and the new buildings - one for cardboard and one for other non-recyclable rubbish (not special waste like chemicals etc)

They will be emptied when we notify the right people that they are full. Please contact Anne Marie Berge (anne.berge@bio.uib.no) if the container is full.

Paper and small (and not heavy!) items of non-recyclable rubbish can be thrown in the rubbish chutes in each building. The chutes are easily blocked, please don't throw things there that you suspect might block them!

Where do I park my bike?

It is not allowed to take your bike inside the building! You can park your bike either outside (there are some bike poles on the way from Thormøhlensgate and towards the new buildings) or use the bike park offered from HIB Drift (<http://www.marineholmen.com>).

New info 2 December 8:45

There is a chair in my office already

Everybody is supposed to use the chair they took with them from the old office. If you find a chair in your office that is not your old one, it's a spare chair that somebody else might need. Please inform [Elisabeth](#). Some have worn out chairs. They can also contact Elisabeth.

I want a filing drawer in my set of rolling drawers instead of just normal drawers – or vice versa

The two different types of rolling drawers are set out randomly in the offices. Please see if one or your neighbors has the type you want and ask to exchange them.

What pieces of furniture are there in the new office?

There are adjustable desks, 1 set of rolling drawers and 20 meters of bookshelves in the new offices. Extra bookshelves, extra table, chairs for visitors etc can be ordered after everybody has moved in (not enough room for everything, but some of it).

What office equipment do I bring?

You bring your chair, telephone, waste basket, lamp etc. This will be moved by the moving company if properly packed and/or labeled.

What about my old office desk, rolling drawers, filing cabinets etc?

Moving of office desks and rolling drawers from your old office are not included in the job the moving company is hired to do. If you still want to take them with you, you can either move them yourself or wait for a "picking up"-round in the end of the moving process. Filing cabinets will be moved by the company. If you lock them, they can be moved without emptying. If you can't lock them, you will have to empty them and secure the drawers (with tape) from not rolling out into an open position.

How to move my computer?

You can either move your computer yourself or pack it properly and mark the box with "FRAGILE".

When can I move my own things?

You can move your own things from November 30. In order to prevent chaos, please move your own things parallel to the moving from the building you are in. Make sure you don't interfere with the moving company people! They need the elevators, so the rest of us must use the stairs. If this creates too much disturbance to the moving company, we will have to allocate certain time slots for moving our own things, but the moving company is initially willing to work parallel with us. Let us appreciate their flexibility by showing them respect for their working conditions.

When will I be moved?

I know you're all eager for more information about dates etc. We've just had a meeting with the moving company today to start planning the coming three weeks in more detail.

They will start with the people and the labs at HIB on Monday 30 November and everything must be ready to move that morning! They start in the North End and work their way southwards and in Mellombygget. Offices are moved before labs. When everybody and everything in this building has been moved (approx. 2-3 days), the offices and labs in Realfagbygget will be moved (approx. the last half of next week and the beginning of week 50). They will start in the North end of the building, but they are very efficient, so the people in the South end should be ready! The last building to be moved is Jahnebakken.

More detailed info [here](#). (updated 27 November 14.13)

When do I get keys?

Keys will be handed out from Monday 30 November after lunch in the Expedition on the second floor in the A-building. People moving from HIB will get keys first. When the moving starts from Realfagbygget, people from this building can pick up keys and people from Jahnebakken last. The key to your old office can be handed in the same place.

Security:

Moving processes are vulnerable both when it comes to theft, vandalism and risks of fire.
Fire: Remember NOT TO BLOCK escape routes (hallways, escape doors, stairs etc) with boxes etc. And ALWAYS use a timer on kettles and coffee machines.

Theft and vandalism: There will be people from Securitas to help us reduce the risks of unwanted people hanging around, but they don't know everybody at BIO. You must therefore carry ID with you at all times during the moving process. You will also be given an extra tag so that the Securitas people easily can see that you are a BIO person.

What do I do with empty cardboard boxes after we have moved?

Empty cardboard boxes will be collected and reused. Please unfold the boxes after unpacking and stack them flat in designated places (don't block escape routes).

New info 27 November:

When do I have to have taken all my belongings out of my old office?

The deadline for having emptied your old office completely is 19 December in the Bio-building at HIB, 22 December in Realfagbygget and 15 January in Jahnebakken.

The sign outside my office have wrong names - or there are no names at all

The signs outside the offices etc will be corrected after we have moved in.

Where do I hang my clothes?

Until you get pegs in your office, please hang them on your chair. The lockers placed different places in the building are for those sitting in office landscapes.

Which outlet do I use for my phone and which one for my computer?

Outlet ending with equal numbers: computer.

Outlet ending with odd numbers: phone.

In all offices: please use the outlet with a yellow label for the phone.

What do I do if I have more than one computer?

You use the computer outlet for your main computer and generate an issue in "Issue tracker" <http://bs.uib.no> to get the other computers registered, and for receiving information about which outlet to use for the others.

What do I do if my computer or phone isn't working and others are?

You must contact Stian Abbedissen at Brita/IT Department; sab003@uib.no, phone 40 63 57 83 and he will help you.

How can I get a network connection to the computers in the labs?

You must contact Stian Abbedissen at Brita/IT Department; sab003@uib.no, phone 40 63 57 83 and he will help you.

Where in the new buildings can I find people after we have moved?

[Employees and others](#)

[Master students](#) (Please note that some students are still in Realfagbygget)

For the people moving from HIB

Which route do I chose when moving my own things or things from the lab?

You go around the building. The moving company will put out some boards of some sort to roll heavy things on.

Where do I throw garbage that is not recyclable (restavfall) when I empty my office?

In the container by the side entrance where the curly sculpture is placed.