



# FACILITIES AND ADMINISTRATIVE SERVICES DIVISION

NASA HEADQUARTERS  
RELOCATION GUIDE FOR

# EXTERNAL SWING SPACE

## LOCATION

1201 (FLOORS 3 AND 4) AND  
1225 (12TH FLOOR) I (EYE) ST NW  
WASHINGTON, DC 20005

**The following document is a guide to assist you in relocating to the swing space. If you have any questions about these procedures, please contact your organization’s designated Point of Contact (POC)/Move Coordinator.**

## **PACKING**

- To pack your work area and files, plastic boxes will be provided to you by the moving company 2 weeks ahead of your move. The boxes are crush-proof and come with their own dollies for easy mobility.
- All existing systems furniture components including overhead storage, file pedestals, and pencil drawers must be emptied and their contents packed in boxes.
- All file cabinet, supply cabinet, and storage cabinet contents should be packed in separate boxes. See the “File, Storage, and Supply Cabinets” section for additional information.
- Move labels will be provided to you.
- If you have items already packed in cardboard boxes that need to move with you, put a label on the box and the movers will take it to the new space.
- Do not fill boxes to the top. Be sure that all of your boxes close. The boxes will be stacked during the moving process.
- Place pens, pencils, paper clips, and other loose items in a sealed envelope before packing them in one of your boxes.
- Current working papers, books, and items on the top of your desk should be packed in a box marked “OPEN FIRST” so that the movers will know to stack that box in an easily accessible location. Be sure to write “OPEN FIRST” on the box label.
- Breakables such as glass or items of sentimental value should be taken home prior to the move.

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- Personal items such as pictures, plants, and other personal items should be taken home or moved to the new space on your own.
- To remove any excess office supplies or materials, submit a request electronically through the NASA Headquarters Facilities Help Desk System (FHDS) online at <https://fhds.hq.nasa.gov>.
- Leave keys in locks for desks, credenzas, file cabinets, supply cabinets, and systems furniture components once they are emptied.
- Do not pack equipment or appliances, such as coffee pots, microwave ovens, refrigerators, fans, etc. Such items must be taken home.
- If you have a NASA-provided space heater, please leave the item behind to be collected by facilities staff. Space heaters are not permitted at the swing space. If a space heater is needed for an individual due to medical reasons, an official doctor's note must be provided to the Facility Manager.
- Do not pack office machines such as typewriters or fax machines.
- Do pack small handheld office machines such as calculators.
- Refrigerators will not be moved with you. Refrigerators and microwaves will be provided for your use at the swing space in the designated galley areas.

### FURNITURE

- Empty all overhead storage units, bookcases, filing cabinets, storage cabinets, pedestal file cabinets, pencil drawers, etc., into the boxes provided. Label each box with your name and new room number.
- Label all your personal chairs (task chairs, guest chairs, and side chairs) that need to be taken to the new space. Label each chair with your name and new room number.

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- If a piece of furniture, other than the systems furniture, is to be excessed, submit a request electronically through the NASA Headquarters FHDS. The furniture is to be labeled as excess. Facilities will remove the excess furniture marked accordingly.
- Separate electronic requests through the NASA Headquarters FHDS must be submitted for excess furniture and excess supplies. Do not include both items on the same form.
- Label your personal trash cans with your name and new room number.

### COMPUTERS AND OTHER EQUIPMENT

- It is highly recommended that all laptops be taken home.
- Power down your computer, but DO NOT unplug or disconnect it.
- Office equipment such as typewriters and fax machines should be labeled and left in place. If the machine has any removable pieces, such as a cover or paper tray, place a label on each piece.
- Prepare a box label for the box that will contain your computer, mouse, keyboard, etc. The label should have your name and new location.
- Personal computers, printers, and peripherals will be packed and reinstalled by the in-house computer technicians.
- Do not unplug or disconnect your computer and phone. Leave computers and phones plugged in. The in-house computer technicians will disconnect your computer and phone for you.
- Remove all sticky notes from monitors and hard drives.
- When you arrive at your new workstation or office, your computer should be set up and running with the same programs and connectivity as before the move.

## **Telephones**

- DO NOT unplug or pack your telephone. DO NOT label your telephone. A new telephone will be provided to you when you arrive at your new location.
- If you have a headset, leave it connected to your telephone. Telecom technicians will retrieve them, clean them, and connect them to your new telephone.
- Your phone number will remain the same at your new location. Your current voicemail messages and all phone customizations will be retained and accessible on your new telephone.
- If you encounter any problems with your telephone, contact the Enterprise Service Desk (ESD), submit a ticket online at <https://esd.nasa.gov>, send an e-mail to [nasa-esd@mail.nasa.gov](mailto:nasa-esd@mail.nasa.gov), or call 385-HELP (4357).

## **FILE, STORAGE, AND SUPPLY CABINETS**

- Your organization's designated POC will work with you and the facilities staff to provide space for essential materials. All other material will have to be stored or excessed.
- Lockable file cabinets will be provided at the swing space.
- All file, storage, and supply cabinets must be completely emptied and their contents packed in boxes. Do not pack the contents within your workstation in the same boxes. Label these boxes separately. The following instructions will simplify the reloading of your files at your new office and will help you locate your files that have been placed in the moving boxes in the interim.
  - 1) Number each of your file cabinets consecutively.
  - 2) Give each drawer a number. For example, on file cabinet number 1, the top drawer of the cabinet should be 1-1. The second drawer should be 1-2, etc.
  - 3) When you pack your files, write the number of the file cabinet and the number of the drawer on the label of each box. By doing this, you will be able to identify which contents came from which drawer.

- 4) When unpacking your files, simply number your new file cabinets in the same manner and unpack your boxes into the appropriate drawer.
- Leave keys in their locks for file pedestals, file cabinets, supply cabinets, etc.

## **MOVE DETAILS**

- You must be packed up and ready to go by the close of the business the day before your scheduled move. Remember to take personal items home.

### ***Workstation Setup***

**Under NO circumstances should an individual remove, move, or adjust any of the furniture components.**

- Workstations and offices are occupied “AS IS.” Any modifications to provide a reasonable accommodation for physical or health limitations will be addressed on a case-by-case basis by your facilities and organization POC.

## **KEYS**

- All systems furniture workstation keys are to be left in the locks. This includes keys to the pedestal files and overhead storage cabinets. You will receive new keys for the locks in your new space.
- All office door keys must be turned in to the locksmith before you move. A key collection envelope will be provided. Fill out the requested information on the envelope and return it to your organization POC to be collected.

## **PROHIBITED ITEMS**

- No bicycles, vehicles, or animals (i.e., birds or pets) of any kind shall be brought into or kept in or about a tenant’s premises.
- No cooking shall be done or permitted by any tenant in or on its premises, except that, with the landlord’s prior written approval, a tenant may install and operate a lounge or coffee room with stove, sink, refrigerator, microwave oven, and/or coffee makers. Personal coffee makers, warmers, toasters, etc., are not permitted in individual workstations or offices. No tenant shall cause or permit any unusual or objectionable odors to originate from its premises.

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- No firearm or flammable, combustible, explosive, hazardous, or toxic fluid, chemical, or substance shall be brought into, generated in, or kept in or upon a tenant's premises.
- Space heaters and small refrigerators are prohibited, except in situations where prior written approval has been granted by the landlord.

### AFTER THE MOVE

When you arrive at your new location, your first concern will be to unpack and return to a normal operating routine. Make sure all of your boxes have arrived. Each individual will be responsible for unpacking his or her crates in a timely manner. The moving company will pick up the crates 2 weeks after the move.

### POST-MOVE ASSISTANCE

If you need assistance with any post-move issues, notify your organization POC or Facilities Coordinator.

#### ***NASA Headquarters Facility Manager Contacts for Swing Space***

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