Temporary Building Closure: Building 202, Level 2 FAQs

Info on the move

RMIT’s Building 202, Level 2 (Ground Floor) of the landmark four story John W Ross Building will be largely closed from 1 October 2017 to 4 February 2018 due to building refurbishment works. In addition, the building will have small refresh works carried out on Level 4 at the same time.

Level 1 and 3 of the building will remain open and accessible via certain entrances and lifts.

Why are you doing this project?

The result of the project will be that the building has a totally refurbished Level 2, a central student space to the Bundoora West Campus. We intend to create a space of more natural light, efficient special use and city views. You can read more here.

Why do we need to move?

To do the above, we need to demolish the existing spaces and switch off the air circulation to Level 2 temporarily. It is a Building Code Australia requirement that we vacate these areas during these works.

What about me? Where am I going?

Temporary offices and work stations are being provided in Building 201, Level 2 for RMIT Connect staff, and Building 206 for any other affected staff members. This is being coordinated between the Planning and Asset Utilisation team, Capital Works, Timetabling, ITS and the principal contractor. All staff will be kept informed via email and can contact Property Services at any time with queries or concerns.

How long will it take?

From 2 October 2017 till 31 January 2018.

I have lots to move or require assistance, who can help me?

Specialist removalists have been engaged to provide assistance for the move, all you need to do is pack the box provided and label what you need to be moved. Contact details are also provided if you have further queries.

What if some of my property is missing?

Please contact the Project Manager, details below.

What happens if I am away on the day of the move?

You will just need to ensure everything is packed and labelled the day prior to you leaving.

http://www1.rmit.edu.au/browse;ID=kqgLC21gouqWZ
Who decides where I sit?
This is coordinated between you and your line manager.

What if I am unhappy in my new area?
We will aim to do everything we can to ensure you are happy with the temporary location. Our contact details are also below.

I need a particular kind of chair/desk/seating arrangement, who do I contact?
Please contact us on the details below and we will make appropriate arrangements.

How will I have swipe card access to the temporary building?
Your swipe cards will be reprogrammed to allow you access to any new area that you will use as part of the temporary move.

How can I stay informed of changes that are happening in my office?
Regular updates will be emailed to you. Please check our website for latest information.

When do we go back, and will we have assistance with moving?
You will return back to your refurbished floor on 5 February 2018, as seen in the below ‘Key Dates’.

Who can I contact if my issue is not listed here?
Every measure has been taken to minimise impacts and unforeseen issues with the temporary move.

For any issues, enquiries or concerns, support point of contact as below:

Jey Ramathasan
Capital Works, Property Services
jey.ramathasan@rmit.edu.au
9925 1953/ 0439 514 116

We thank you for your cooperation in helping us provide a better space for RMIT students and staff for 2018.

Property Services
Key Dates for the Temporary Move

MON SEP 25
• Moving boxes and labels provided. Please label and fill your box only with labelled items you need for the temporary move

SAT SEP 30
• Moving date (staff not required)

MON OCT 2
• Start in temporary work area

WED JAN 31
• Begin packing to move back. Moving boxes and labels will be provided. Please label your box and any other items that need to be moved

FRI FEB 2
• Moving back date

MON FEB 5
• Work spaces in Building 202, Level 2 ready for use.

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