

NCI OSFM Lab Relocation Survey

OMB #0925-0642
Expiration Date 5/30/2020

Public reporting burden for this collection of information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0642). Do not return the completed form to this address. ^w

1. Did you receive a Move Brochure at the Kickoff Meeting? ^w

- Yes
- No
- Don't Know/ Remember

2. Were all lab chemicals, equipment, and contents moved per the Move Schedule? ^w

- Yes
- No
- Don't Know/ Remember

3. Please rate your Program/ Division/ Center regarding the communication and coordination of your move process: ^w

	Unsatisfactory	Poor	Satisfactory	Good	Outstanding	N/A
Communications about the move process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All questions answered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was asked for input	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall move process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Please rate your Relocation Managers (e.g. Fox Move Management, JK Moving, etc.) regarding the communication and coordination of your move process: ^w

	Unsatisfactory	Poor	Satisfactory	Good	Outstanding	N/A
Communication about the planning and move process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All questions answered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordination of multiple vendors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of pre-move checkout	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall move process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Were the scientific instruments and equipment moved carefully, without damage or incident? ^w

- Yes
- No

If no, please explain

6. Were the movers effective in packing/unpacking? ^w

- Yes
- No
- N/A

If no, please explain

7. Was a lab door key provided? ^w

- Yes
- No
- N/A

If no, please explain

8. I was able to log in to the NCI network my first day at my new location. ^w

- Yes
- No
- N/A

9. Any IT issue I encountered was resolved in a reasonable time frame. ^w

- Yes
- No
- N/A

10. My new telephone was set up and working my first day at my new location. ^w

- Yes
- No

If yes, please answer question # 11

11. Any telephone issue I encountered was resolved in a reasonable time frame. ^w

- Yes
- No
- N/A

12. Comments: If the move process exceeded, or fell short of your expectations, please let us know. If you wish to be contacted by OSFM please provide your contact information.

^w