



Charles Sturt University

Case Study



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Overview

Grace Workplace Solutions was recently presented with the opportunity to relocate a diverse 37,000 linear metres of files and records from the Charles Sturt University's archival facility. Given the complexity and magnitude of this relocation, Charles Sturt University were confident in their choice to directly engage Grace Workplace Solutions for the project.

After extensive research, Charles Sturt University recognised that Grace Workplace Solutions are the only relocation experts who possess the necessary skills and capability to effectively manage a project of this magnitude. Our expert team successfully provided an exceptional project experience to Charles Sturt University which was backed by strategic packing methodologies and highly trained staff.

Project Scope

The project's scope included the:

- > Sequential and protective packing of 37,000 lm of files and archival materials
- > Dismantling of shelves
- > Transportation of the collection to new premises (11 km away)
- > Reconstruction of shelving at the new location
- > Sequential placement of the collection materials on the newly built shelving

A series of variations were also added throughout the execution of the project. This included the relocation of map cabinets and aged collections of large fragile books equating to an additional 120 lineal metres of items to move to the new facility.

To guarantee a seamless transition for Charles Sturt University and its staff members, the client also engaged with a range of specialist services offered by Grace Workplace Solutions. These included pre-transfer cleaning and post-work cleaning services which were executed and supervised as part of the project execution stages.

Due to the unique and specific requirements of this project, Grace Workplace Solutions offered an all-encompassing consultation and project management service to guarantee the transition was successful and beyond Charles Sturt University's expectations.

Gary Taffe, National Manager – Government, initially estimated that the project would take 31 days to reach completion. However, Gary and his team were able to successfully complete works a few days ahead of schedule as a result of efficient planning, capacity, and resources.



Unique Challenges of the Project

The greatest challenge faced during the execution of this project was that there was no lift access at the client's facility, which meant all the collections were to be taken to the loading dock and to the truck manually using the stairs. Additionally, all material had to come off the current shelving and be re-housed on the same shelving in the new facility, so there was a significant amount of dismantling work required as well as triple handling of the client's items.

For the sheer volume of goods that was being transported, it was crucial for us to safely transfer all files and records, and at the same time not overexert the staff during a move of this scale. With 10 staff provided over a 6-week period for Monday-Friday, Grace Workplace Solutions managed to overcome this challenge by devising an efficient Fatigue management plan and SWMS along with having increased workforce on the project for the move stages. There were regular progress meetings, daily toolbox/pre-start meetings and extensive resource planning to ensure any contingencies were handled professionally and proficiently.



Results with Grace Workplace Solutions

Through our association with the Charles Sturt University, Grace Workplace Solutions has demonstrated our success when it comes to complex relocations through:

- › Providing excellent Project Management with the utmost attention to detail, planning, execution, and communication to ensure the staff of Charles Sturt University got the Grace Experience and were always updated on the progress of the project.
- › Completing the project well within budget and ahead of schedule by 2 days, despite the challenges faced with the transportation of goods due to several external events happening at Wagga Wagga.

The officials from Charles Sturt University involved in the project expressed their satisfaction to Grace Workplace Solutions for its exceptional execution. As a result, we have now established a strong relationship based on trust and professionalism.

Well done to everyone involved in this project and for successfully completing works in a fully functioning university without creating any disruption to the daily activities and safety of staff and students!



