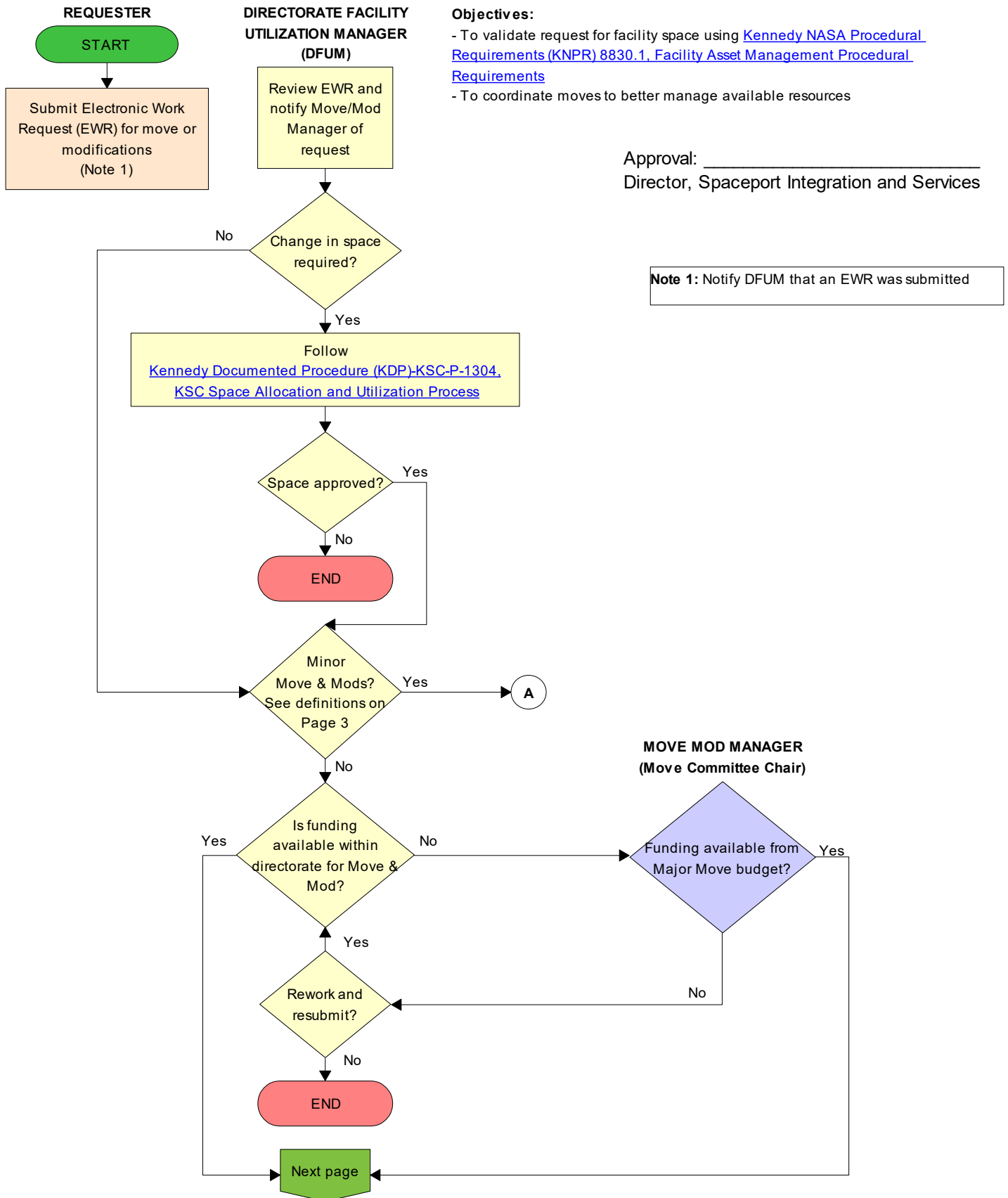
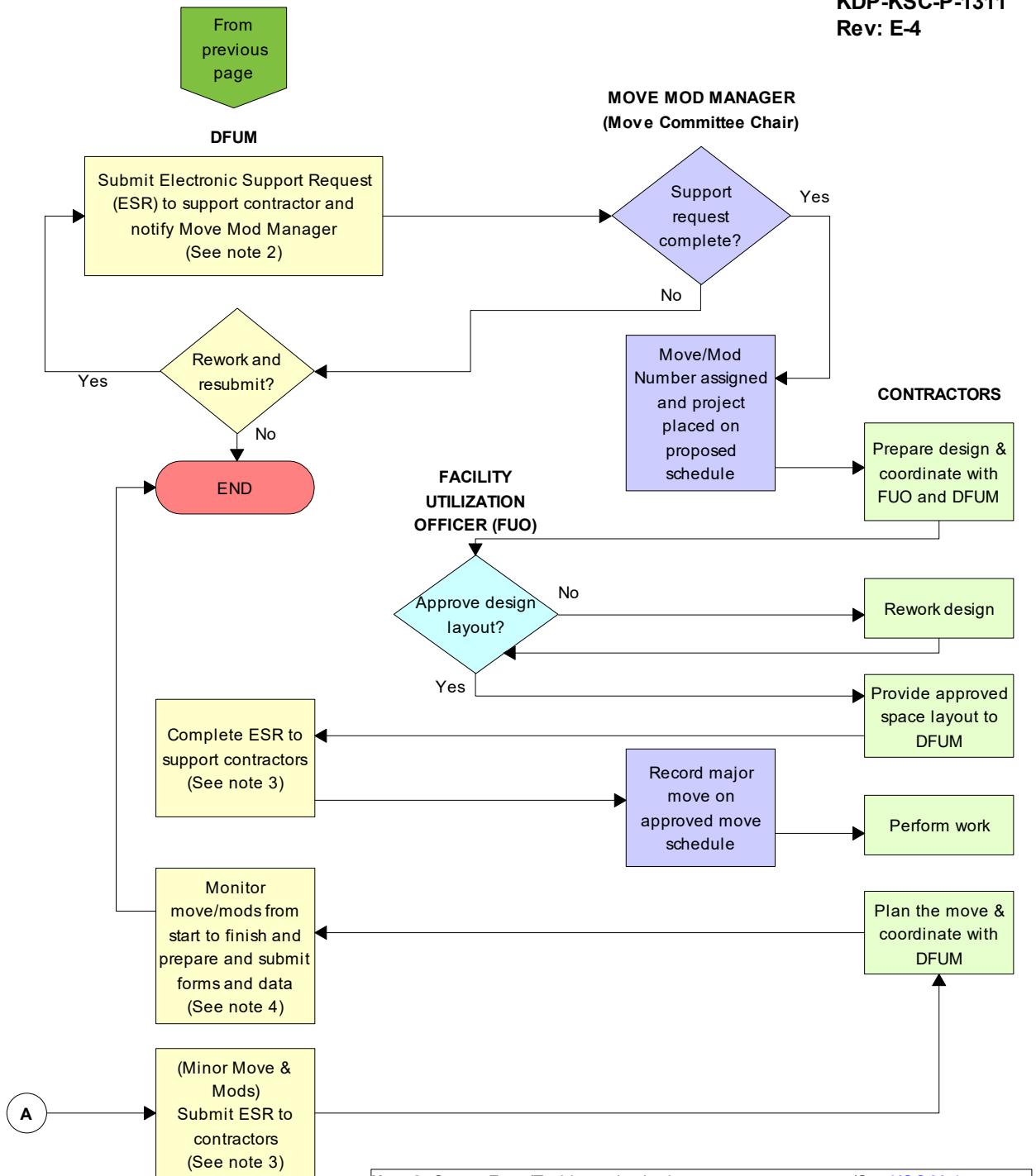


SPACE MODIFICATIONS AND MOVE PROCESS

KDP-KSC-P-1311

Rev: E-4





Note 2: Create From/To List and submit to support contractors (See [KSC Major Mods & Moves Web site](#) for current forms).

Note 3: Submit support request to [Enterprise Service Desk \(ESD\)](#) for NASA End-users Services and Technologies (NEST) and NASA Integrated Communications Services (NICs) and attach necessary documentation.

Note 4: [KSC Form 20-36 Locksmith Services Request](#), [KSC Form 7-49 Purchase Request \(Supplies/Equipment or Property Turn-in\)](#), [KSC Form 28-170 Request for Mail Services](#) (if applicable), validate [Self-Service Management Tool \(SSMT\)](#) is up to date and submit Punch List after.

Guidelines

- The DFUM is the point of contact for all move and modification requirements. Contractors and other requesters should refer to their internal operating procedures when requesting a move.
- DFUMs should attend Move Committee Meetings or send a representative.
- DFUMs, directorates, and contractors must follow [KNPR 8830.1](#) and the applicable KDPs.
- All Major Moves must be brought to the Move Committee Meeting along with a copy of the ESR and Communications Support Request (CSR).
- High Impact Moves must be coordinated through the Move Committee meeting for coordination.
- High Impact Moves and Major Mods will be rescheduled if all finalized drawings/ESRs and information are not provided to the contractors 2 weeks prior to the start date of the job.

NOTE: Obtain most current forms on the KSC Major Mods & Moves web site @ <http://kscmodsmoves.ksc.nasa.gov>

Definitions

- **Minor Move:** Box moves of 10 or less people with minimal phone, communications, and computer moves/support. If more than 10 people are moving, bring to Move Committee meeting. Minor Move dates are usually negotiated directly with the contractors. Minor Moves can be completed/funded by Center Engineering Safety and Operations (CESO)/Office of Strategic Infrastructure (OSI)/Contractor or organization requesting support.
- **Minor Mods:** Generally involve minimal or no wall/partition modifications and minimal furniture, phone, communications, and computer moves. Minor Mods can be brought to the Move Committee meeting to determine impact but are not added to the Move Schedule. Minor Mod dates are usually negotiated directly with the contractors. Minor Mods can be completed/funded by CESO/OSI/Contractor or organization requesting support.
- **Mod:** Changes to physical configuration of the space.
- **Major Moves & Mods:** Involve significant support to perform modifications or movement of boxes and furniture. These moves also include communications, phones, and computers. Major Moves are presented by the DFUM at the Move Committee meeting. These moves are prioritized by the Move Committee. Major Moves take approximately 6 to 12 weeks to design before a schedule date can be assigned. Some Major Moves may not require the institutional support contractor support. Major Mods are completed via Task Order and are funded by either CESO/OSI/Contractor or organization requesting support.
- **Minor Moves & Mods:** Box moves of 10 or less people with minimal or no wall/partition modifications, and minimal furniture, phone, communications, and computer moves. Minor Moves are called in by the DFUM. Minor Moves & Mods can be brought to the Move Committee meeting to determine impact but are not added to the Move Schedule. If more than 10 people are moving, Minor Moves & Mods will be brought to the Move Committee meeting. Minor Move & Mods dates are usually negotiated directly with the contractors. Minor Moves & Mods can be completed/funded by CESO/OSI/Contractor or organization requesting support.
- **High Impact Moves:** Involve 11 or more people with no wall/partition modifications. However, in addition to the movement of boxes and furniture, it could have a major impact on the Major Move Schedule and computer, communications, and phone support. High Impact Moves are presented at the Move Committee meetings for coordination, determination of impact, and possible addition to the Move Schedule for tracking purposes only. High Impact Moves take an average of two weeks to evaluate the work before a schedule date can be assigned and then will be scheduled no earlier than 4 weeks from the date of assignment.