

Major Mod/Move Checklist

- ___ Gather data for the preparation of the ESR
- ___ Submit ESR to ISC <http://ksciscsrv03/ElecSR/> and print
- ___ Provide a copy of ESR to Move/Mod Committee and Obtain Major Move Number
- ___ Submit Service Requests to ACES, NICS & IMCS via ESD Website and IMCS Website
<http://imcssc.ksc.nasa.gov/> -- <https://esd.nasa.gov/secure/main.cfm>
- ___ Perform walk downs with ISC designer and all supporting disciplines
- ___ Notify designer or designated contractor of any special requirements such as:

(Re-location of TV's, Projectors, Screens, Furniture, ergonomic chairs and MFD's)
- ___ Check with Designer - Materials Lists, PRs ready?
- ___ Review/Approve/Sign-off on final design
- ___ Verify final design has been e-mailed to IMCS and NICS
- ___ Submit From/To List to all parties involved in mod/move:

ISC Move/Mod design engineer
Doug Vander Zyl - ACES, Jason Bollinger -ACES
Dawn E. Brush - ISC Move/Mod Scheduler
Lisa M. Page, IMCS (Network/Telephones/BCDS)
Joe Deveau, NICS (Network activation/deactivation)
Pamela H. Brightman - ISC Space Allocation Office
Ramon L. Mejias – Move/Mod Manager
- ___ Excess furniture/equipment on form 7-49 and email to KSC-DL-ISC-Furniture
- ___ Ensure areas are ready for ACES moves (Furniture and equipment is set)
- ___ Core/Re-core door(s)
- ___ Order new key(s)
- ___ Update mail services information and have employees update SSMT
- ___ Submit punch list to appropriate contractors
- ___ Return space to KSC space bank (John Knight) if applicable