

# Departments Relocating to Stanford @ Porter Drive and related moves into vacated space on the main campus

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Several university administration Departments will relocate over the next few months.

NAME OF UNIT/DEPARTMENT	CURRENT LOCATION	NEW LOCATION/MAIL CODE	MOVE DATE
University Human Resources (UHR)	Bambi, Birch, Juniper and Poplar Modulars	3160 Porter Drive, Suite 250/8443	March 23rd
Office of Development (OOD)	Hillview, Palo Alto	1841 Page Mill Road/ 5018	March 23rd
Land, Buildings, and Real Estate (LBRE)	3145 Porter Drive	3160 Porter Drive, Suite 200/8442	March 30th
Real Estate Department of LBRE	Sand Hill Road	3160 Porter Drive, Suite 200/8442	March 30th
Office of Sponsored Research – Post Award Team	Godzilla Modular	Bambi Modular/4125	May
Risk Management	Encina Modular A	Juniper Modular/6207	May
The SeRA Project	Mitchell Earth Sciences	Godzilla Modular/4125	June
Procurement/Purchasing Services	Bonair Siding	3145 Porter Drive – Los Trancos/8440	June

Staff moves off the main campus reflect the continued pressures for dedicated academic space and align with Management and the Board of Trustees’ priorities to meet academic and research space needs on the main campus.

The moves will result in more effective operations and increased efficiencies by reuniting some units and departments in a single location that have been spread out over multiple locations on campus.

Highlights for contact and service information with these moves include:

- Phone numbers for LBRE, UHR, OOD and Procurement remain the same and will not change with the move. The Real Estate Division of LBRE will have new phone numbers.
- Mail Codes will change for UHR, the Real Estate Division of LBRE and the Purchasing Services unit of Procurement at the time of their moves. Please see table above.
- A campus drop box for UHR forms, such as child care grant or TGP applications, will be located in the Bambi modular. The drop box currently located at the Birch modular will no longer be used as of March 22.
- Staff training facilities used for new hire orientation and for non-technical and managerial skills training will stay on the main campus in their current locations.
- A shared conference facility, visitor parking, and a café serving breakfast and lunch on weekdays are available at the new location to increase accessibility and service for visitors to Porter Drive.

University Human Resources begins the moves this weekend and will start work in their new location on March 26th. They will move from four locations on campus into one Suite on the second floor of 3160 Porter Drive. Their new mail code will be 8443 and suite 250.

In Land, Buildings, and Real Estate (LBRE), the Real Estate group is moving from Sand Hill Road to 3160 Porter Drive, and will be joined by LBRE staff currently located across the street at 3145 Porter Drive at the end of March. They will share the LBRE Porter mail code, 8442, and suite 200. LBRE departments currently residing at Bonair Siding will remain on the main campus.

Procurement is joining the rest of Financial Management Services (FMS) at 3145 Porter to be co-located with their unit in a few months. The Purchasing and Reimbursement groups within FMS have been apart for several years and expect efficiency gains as a result of being co-located. Most of Procurement will be located in the Los Trancos Building at 3145. Some staff already in Corte Madera and Barron Creek Buildings at 3145 will remain in their current locations.

Approximately 60 staff members in the Office of Development (OOD) are moving the weekend of March 23rd as well. They are moving from 3330 Hillview Road to 1841 Page Mill Road, right across the driveway from 3160 Porter. Their mail code and phone numbers will not change. The OOD groups, Alumni and Development Information Systems as well as Development Services, will move, and a small number of staff from Medical Center Development (MCD) will be housed temporarily with OOD at 1841 Page Mill while waiting for MCD's long term space on Porter Drive to be available.

In related moves into vacated space on the main campus, Risk Management will relocate from Encina Modular A to the Juniper modular. The Post Award team members from the Office of Sponsored Research, currently in the Godzilla Modular will relocate to Bambi. The SeRA Project Team will move from Mitchell Earth Sciences to join Pre-Award members of the Office of Sponsored Research in the Godzilla Modular. The Birch and Poplar Modulares being vacated by UHR will be retrofitted for HR and IT Training later this summer.

Highlights of Porter Drive amenities include:

- A shared conference facility at 3160 and 3145 with full audio-visual capabilities. 3160 includes a 200 seat "theater-style" room
- An expanded set of Health Improvement Program classes offered on-site so staff can keep earning BeWell Berries without traveling to the main campus
- A new yoga room at 3160
- Bicycle lockers for bike commuters
- Refurbishment of a small gym with shower facilities. 1841 and 3145 also have small gym facilities.
- The location in the Stanford Research Park offers quick access to the [Matadero](#) and [Dish](#) walking trails nearby

The Stanford @ Porter Drive area will house about six hundred staff members from Business Affairs, the Office of Development and Land Buildings and Real Estate when the moves are completed. For more details about the buildings at Porter Drive, visit: <http://porterdrive.stanford.edu/> and coming soon- an updated Stanford@ Porter Drive Website will be launched at the same URL.