

MOVING MEMO

AUGUST 2006

Published for the School of Education Move

DECEMBER - 2006

M	T	W	T	F
11	12	13	14	15

The move into the new building is planned to begin the morning of Tuesday, December 12. That means that everyone moving into the building must be **packed** and **ready to go** by 5 PM on Monday, December 11.

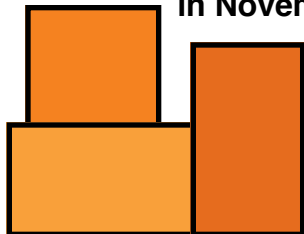
During the next couple of months, each office occupant will be given a drawing of their new space. It will be blank except for the location of the data outlets, windows and doors. You will be responsible for doing a layout of your furnishings. These will be posted on each door so that the furnishing are placed where you want them. Please make it is legible so that movers can read them easily.

We don't yet know the order of the move, but do anticipate that you will be moved in no later than the end of the day on December 14.



TAKE HOME YOUR PLANTS
AND BRING THEM BACK
AFTER THE MOVE.

Boxes will be provided for you by the College after the Packing Clinic in November. Please don't use other boxes when you pack. These cartons will make it easier for the movers to hand-carry them down the small stairways in 5, 7 and 9.



Take valuables home



When we inventoried your offices, we noticed many of you had very nice possessions. We saw boats, pieces of art, things your children made and antiques.

To keep these items safe, please take them home - don't pack them. After the move has been completed, you can bring your beautiful items, safely, to their new home.

PACKING CLINIC
NOVEMBER 10
1:00 PM

LEARN HOW TO:
PACK YOUR BELONGINGS
TAG BOXES AND FURNITURE
PREPARE COMPUTERS
MOVE SCHEDULE

PLEASE PLAN TO ATTEND!
SESSION SHOULD LAST ABOUT
AN HOUR. GREAT
OPPORTUNITY TO ASK ALL OF
THOSE QUESTIONS!!

**THERE IS STILL TIME TO CLEAN
OUT THOSE CABINETS AND
BOOKCASES. I LOVE TO EAT AND
AM VERY HUNGRY.**

**PLEASE DON'T PACK THINGS
YOU WON'T NEED.**

