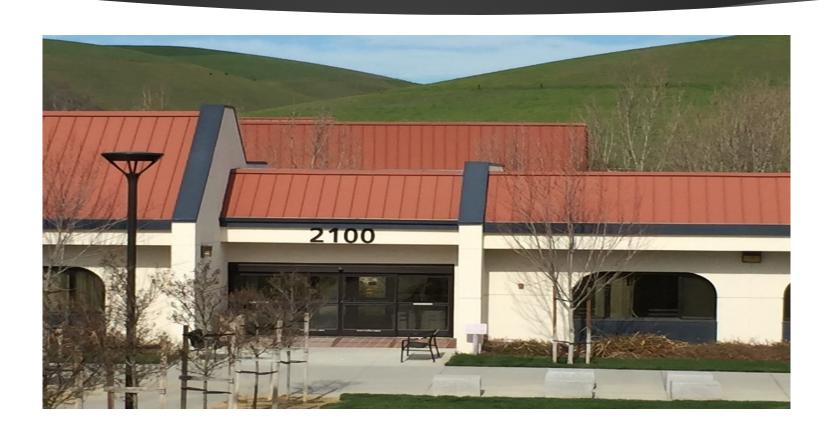
# 2100 Building Refresh



# 2100 Building Refresh



New Carpet



New Baseboards



**New Paint** 

#### 2100 Building Refresh



New Ceiling Tiles in offices



New Furniture



Improved Access

#### 2100 Building Refresh TIMELINE

- Faculty will choose and sign-off on furniture options by end of March, 2016
- Existing furniture may be tagged for surplus between April-May; please do not remove any surplus tags
- Occupants will need to be packed up by MAY 27, 2016
- ► Refresh will commence June 1, 2016
- Move back into building August 10, 2016

## Your Help is Required

- All personal items and personal furniture will need to be removed by May 27, 2016.
- All instructional materials (textbooks, files, office supplies) must be boxed up and labeled.
- ► All materials that you will not be keeping/moving into your new office must be either:
  - Recycled
  - Shredded
  - Disposed of in garbage

## Your Help is Required

- Computers and Phones do not need to be boxed up.
- Computer, monitor, key board, keyboard trays need to be labeled.
- Textbook buy-back
  - Any texts that you want to donate to Classified Senate Scholarships can be placed on the shelves in hallway 2114 by May 1.



#### Are you ready to start packing?

Cor-o-van boxes, recycle bins, and shred bins are in the building in two locations: 2127 Corridor and 2190 Corridor





Any thing that does not have a Cor-o-van label will be thrown out.

#### Let's Get Started



- Division Meetings March 16
- Spring Break March 28 April 1
- ▶ We all need to be boxed up and moved out by May 27