

2100 Building Refresh



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New Carpet



New Baseboards



New Paint

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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