



News on the Move – Issue #2

Move Schedule

The moves to the podium of our new building are tentatively scheduled in October, 2011.

Three Departments will move to the L2 level during the initial move and all other departments will move during the 2nd move. The tentative move schedule is as follows:

Move Date	Departments
10/7/11	DoIT, Facilities, Public Safety
10/28/11	See below

Move Week Schedule

You will receive plastic crates on Monday morning of your move week. Contents in departmental common areas will be moved before your Move Date. The contents of your office or workstation and your PC (if it will be moved) will be moved on your move date, (10/7 or 10/28). You must pack your office or workstation by the close of business on your move date.

Distribution of Tags

Tags have been distributed for the 10/7 move. Distribution of tags for the 10/28 move will begin the week starting 9/19/11.

The Departments moving into the lower 4 floors in October include:

The Children's Center, Student Life and Student Clubs, Student Government, Jay Express Service Center and Call Center Offices, VP of Enrollment Management, Testing Labs and their Offices, Bursars Office, Career Development Services, Community Outreach and Service Learning, CELS, Urban Male Initiative, Women's Center, Health Services, VP Student Affairs Offices, Counseling Department, Accessibilities Service, Graduate and Undergraduate Admission Offices, Writing Centers, Math and Science Resource Center, PDP Lab, Academic Advisement, Justice Academy and Classrooms.

The date for tagging the above subject departments are as follows:

Tagging Begins: The Week of 9/19/11

Thursday, 9/22	Academic Advisement Center Michael Rohdin 212-484-1343 Urban Male Initiative Math & Science Resource Center
Friday, 9/23	Student Life Student Clubs Career Development Services, Community Outreach & Service Learning Student Government
Monday, 9/26	Jay Express Service Center & Call Center Offices Bursars Office Children's Center
Tuesday, 9/27	CELS VP of Enrollment Management PDP Lab
Wednesday, 9/28	Testing Labs & their offices Women's Center Justice Academy

Move Coordinators will be contacted by Patrick Toomey, Project Manager for Hoffman. Move Consultants, to set up a specific time for tagging of personnel, equipment and file contents.