Doe Roof Construction – Project Details

Last revised: July 18, 2011 – 10:00am

438 Doe Temporary Move

- Beth to draft layout of open office spaces; 4 in 302 Moffitt and 5-6 in 212/218 Doe [Done]
- Dave W to check active ports in open office spaces [Done, all are active]
- Lynn to confirm phone landline options for Carlos [Done, 302 Moffitt OPEN #1 available]
- Paul to confirm potential move date [Done, Monday July 18 – all day]
- Jennifer and Myrtis to tell Dave/Eric/Paul if any current old workstations need to be moved out of these office spaces; workstations moved out [Done]
- Beth to order boxes [Done, Susan F delivered 35 boxes to 438]
- Lynn to suspend water deliver to 438 Doe starting early July until notified to resume [Done]
- 438 folks to indicate preferences to Beth for temp office space [Done]
- Glenn to confirm if his student will move office spaces [Done, GG's student space is moved]
- Beth to confirm new offices spaces with everyone [Done]
- Beth to confirm how remaining items will be protected/wrapped [Done, with visqueen barrier]
- Beth to confirm if staff are able to return to offices at some point during construction [Done, yes]
- 438 folks to indicate to Beth # of booktrucks they need [Done]
- 438 folks tell Beth if have any oversize, heavy items need to move [Done, refrigerator/microwave can do in house if flat bed dolly available]
- Beth to order booktrucks via Elise [Done, not needed]
- Jim send keys@list with name, empl ID, and back of ID # for keycard access and key forms for access to Moffitt exterior and key request form for physical keys to 302 Moffitt [Done]
- 438 folks place paper notes on new office space indicating where each computer component should go (CPU, monitor, keyboard, printer) [Done]
- Kathleen to move out of 302 Moffitt [Done]
- Beth update Susan F, Lisa, and LHRD for mail delivery, web contacts, and directory changes [Done]
- Beth set walkthrough with Susan Fish [Done]
- Jim S will update emergency contacts list – give to Myrtis and Jennifer too [Done]
- Allan/Jim S to identify where scanner should go (if needed) [Done]
- 438 folks alone or with Systems ensure files are backed up [Done]
- 438 folks shut down computer before the move (no remote login until setup again) [Done]
- 438 folks pack up all items wish to move including from closets; move on own with book trucks, dolleys and carts [Done]
- Eric and Systems to move all computer/printers/scanner on move date [Due on 7/18]
- Jennifer and Myrtis to ensure new staff know emergency meeting locations
- Jennifer and Myrtis to work out arrangement of mailboxes for new staff
- Elise/Beth to arrange for Capital Projects to clean space before staff move back
- Dave W to check network before staff move back
- Coordinate all return of personal items, computer equipment, services, directories, etc

Other Library Implications

- Move of AIDS Courtyard plants prior to scaffolding installed; Susan Fish to make arrangements with NorCal to move potted plants to east side of courtyard areas (near corridor windows) and move benches to 180 Doe
- Notification for users of the lightwell for bike riders
- Protection from odors, dust, etc for staff
- Capital Projects to experiment with plastic sheeting in Heyns Reading Room
- Closure of Heyns Reading Room, Rosberg Reading Room to users potentially
- Notification to all potentially affected staff (NEWS, REF, DEVT) and users
- Notification at entrances of Doe North and Doe South for fall semester
- Regular communications with staff about noise, odors, closures, etc
- Special access issues with security for construction folks handled via Miguel/Gary

Side Notes

- Planned start date of 8/1/11; project est. 6 weeks with additional weeks for detailing
- Major noise planned from 9p-9a though work done 24/7 throughout all weeks
- Office spaces in 289 Doe Annex per Lynne Grigsby available to AH/C staff
- Copier, fax, shared printers, and water station will remain in 438 Doe during closure
- 438 folks need to use HSS and IUS fax numbers in this temporary period
- Will try to avoid hiring NorCal but will do if needed to prevent staff injuries
- Jim S and Paul to leave majority of their items in their interior offices and shut/tape bottom of doors
- Can store other boxes of items in random places if must move them from 438 Doe and they wont fit in a person's new office space
- Planning to remain in temporary offices through end of semester or earlier if project ends sooner, Systems staff are prepared to move folks then, and all 438 Doe staff are ready to move
- AHC plans to move books from affected shelves to booktrucks kept in the space and page-able during closure; returns at book drop outside AHC locked doors; reserves handled at Moffitt