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December 1980

### Important Notice

Brian Murray

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IMPORTANT NOTICE!

To: All Faculty and Staff Concerned

From: Brien Murray *Brien*

Subject: Move to Rarick Hall - December '80 - January '81.

The final countdown to moving time has begun. New furniture is arriving almost daily. We anticipate beginning the final move of your departments during the week of December 15, 1980, and will continue through the holidays and Intercession until complete. (Note: We will not move individual faculty offices until after final exam week.)

Please read the following instruction carefully. They are designed to make the moving process as smooth as possible and ensure that the right items arrive in the right places intact. Your complete cooperation is essential to the success of this massive operation.

1. Packing up.

The contents of all desks, filing cabinets, and bookshelves must be packed in boxes. Beginning Monday, December 1, 1980, Physical Plant will deliver a supply of boxes to each department office for distribution to individual faculty and staff. Additional boxes will be furnished on a daily basis until our supply is gone. I encourage you to pick up boxes on your own from stores in the area if you can, to supplement our supply. Julie Miller will furnish blank computer cards which you should tape to each box with the room number of its destination (do not use names since the people involved in the moving will not be thoroughly familiar with the names of either the rooms or their intended occupants). We cannot be responsible for personal items such as art work, plants, etc. Please take these items home with you when you leave for the holidays.

Also, there will be confusion enough during the moving process. We will appreciate it if you will refrain from "checking up" on your area until after January ~~12~~<sup>7</sup>, 1981, to begin unpacking your boxes. Place empty boxes in the hallway where they will be collected by Physical Plant personnel.

2. Furniture.

Julie Miller will furnish each department with inventory cards for all items of furniture. These should be taped securely to each item, again, with the room number of its destination. Be sure to correlate the inventory number on the card with the sticker on the item. Please note that there is considerable re-allocation of existing furniture within departments. Each department chairman should make certain that each item is marked for the proper room. Tape desk and cabinet drawers shut, and again be sure they are empty. Tape keys to the inside of a drawer or shelf.

3. Telephone.

All new instruments will be installed in the building. The telephone company will collect the old telephones at a later date. As you know, in most cases you will retain the same telephone number; there will be some interruption in service as the lines are switched over. You can assume that telephones will be out of service both in your old and new location for several days during the move.

4. Room Keys.

Keys will be assigned after January ~~12~~<sup>7</sup>, 1981. Further instructions on the method of distribution will be forthcoming.

(OVER)

## 5. General.

Blinds have been ordered for all offices on the south and west, as well as all classrooms. The Physical Plant will neither furnish nor install drapes in any offices, nor do we have adequate staff to assist with mounting pictures, etc.

We will do everything we can to ensure that your furniture and boxed items arrive complete and intact; it would be foolish to assume that there will not be any errors. To simplify correction of any mistakes, please report the information through your department chairman. We will make every effort to correct errors as soon as possible after everyone is moved.

Thank you for your cooperation.

cc: W. E. Keating  
A. Boucher  
M. Herrman  
D. Akers  
J. Miller  
L. Staven  
L. Bartholomew