

Fort Hays State University

FHSU Scholars Repository

Rarick Hall

Buildings & Facilities

December 1980

Letter, to [Select faculty], from Brian Murray, December 8, 1980

Brian Murray

Follow this and additional works at: <https://scholars.fhsu.edu/rarick>

Recommended Citation

Murray, Brian, "Letter, to [Select faculty], from Brian Murray, December 8, 1980" (1980). *Rarick Hall*. 29.
<https://scholars.fhsu.edu/rarick/29>

This Document is brought to you for free and open access by the Buildings & Facilities at FHSU Scholars Repository. It has been accepted for inclusion in Rarick Hall by an authorized administrator of FHSU Scholars Repository.



Fort Hays State University

Hays, Kansas 67601

Office of Physical Plant and Planning
Phone 628-4424

December 8, 1980

To: D. Adams
E. Beougher
J. Forsythe
B. Chalender
D. Bloss
J. Salien
N. Razak
L. Staven
P. Gatschet
D. Slechta
J. Thorns
S. Tramel

From: Brien Murray *Brien*

re: Rarick Hall Move

Many of you have raised questions regarding the details of the moving plans. I thought it appropriate to share these with all of you. I would appreciate you passing this information on to your faculty and staff.

We inspected and accepted the third floor on Friday, December 5, 1980 subject to minor corrections.

1. Packing - Our supply of boxes was depleted rapidly. We are working on locating some additional boxes, and will distribute them to the custodians in your building. Check with them periodically to determine whether more boxes are available.

In order to get a head start on moving, we hope to move whatever boxes you have packed at this time; the contents of which are not needed for the balance of the semester. I have already contacted some of you on this, and I will endeavor to discuss this with each of you soon. If the weather cooperates, we hope to begin this work on Tuesday, December 9, 1980. Only those offices moving to the third floor of Rarick Hall will be involved this week.

Questions on the necessity of emptying file cabinets have been raised. A fully loaded four-drawer file weighs in excess of 500 pounds. While this weight can be moved with a two-wheel hand truck, the risk of damaging tiles on the stairways in Picken Hall, for example, is great. If you prefer to just remove the drawers, please be sure to clearly number the drawer, and the cabinet to which it belongs, and securely tape the roller brackets closed. For file drawers or any open-top boxes, I recommend that you cover them with paper or plastic to avoid damage during transit in the event of rain or snow.

2. Access to the Building - I recognize that there may be some problems, particularly with departmental offices that employ civil service personnel. I cannot now guarantee that they will be ready by January 5, 1981.

The new office furniture is scheduled to be delivered on December 15, 1980 with considerable set-up and assembly required. Any delay in delivery (bad weather, for example) will seriously hamper our ability to meet the January 7 deadline. I will contact each department chairman on December 31, 1980 and advise you of the status of your department offices, so that you may in turn notify your officestaff.

Please assure your faculty that they will not be disrupted during final exam week (other than such boxes as are packed now - see item one). There will be some unavoidable corridor noise, however, particularly in Picken Hall with its wooden floors.

Thank you all for your great cooperation. A final update and instructions regarding keys will be distributed next week.

cc: G.W. Tomanek ✓
J. Murphy
W. Keating
L. Bartholomew