

Fort Hays State University

FHSU Scholars Repository

Rarick Hall

Buildings & Facilities

May 2016

Notice, to All Faculty and Staff in Rarick Hall, from Brian Murray

Brian Murray

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

Recommended Citation

Murray, Brian, "Notice, to All Faculty and Staff in Rarick Hall, from Brian Murray" (2016). *Rarick Hall*. 32.
<https://scholars.fhsu.edu/rarick/32>

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.

IMPORTANT NOTICE

To: All Faculty and Staff in Rarick Hall

From: Brien Murray *Brien.*

Subject: Your New Quarters

1. Welcome to Rarick Hall. We are all very proud of this new facility. I have personally never seen better quality construction in the 12 years I have spent working on university buildings. I hope that you find it comfortable and pleasant and enjoy many years of working in it.
2. Nothing is perfect. Neither the building nor the move of your equipment is without some fault. There are a number of unfinished items or items needing some repair in the building that have been listed and sent to the respective contractors for correction. In order to expedite errors in the move, please do not contact the Physical Plant office directly, but channel the information through your Department Chairmen. I will maintain close contact with them and make every effort to resolve problems as efficiently as possible.
3. Keys will be issued between 8:00am and 4:30 pm on January 7, 8 and 9 in room 109, Rarick Hall. If you have not already done so, surrender your current keys when you come to pick up your new ones. Keys will be issued for your office and assigned laboratory space only. During the regular academic year, the outside doors and stairways will be open between 6:30 am and 11:00pm, Monday through Friday, and from 8:00 am to 5:00pm Saturdays, Sundays and holidays, and during vacation periods. If you need access beyond these hours, a light order to the Security Patrol will assure you of access to the building.
4. Additional blinds have been ordered for all offices on the south and west sides. Delivery and installation is estimated for the first week in February.
5. Telephone outlets are wired from the access space above the ceiling and cannot be moved.
6. Some offices had more furniture, shelving, etc. marked for them than can be accommodated. I will work with the Department Chairmen and the Business Office to determine the proper disposition of any surplus equipment.
7. Testing and balancing of the heating and ventilation system is still in progress. This will result in some inconvenience as some areas are shut down, etc. as well as interruptions caused by workmen requiring access to occupied rooms. Please bear with them until they are finished.
8. The building has the best fire alarm and smoke detection system available; however, it too is being balanced and adjusted. I expect frequent false alarms over the next few weeks. Do not necessarily ignore them, however. This, too shall pass.

Thank you very much for your cooperation and understanding.

cc: G.W.Tomanek; J.Murphy; W.E.Keating