As discussed in this morning's All Hands Meeting, we have an updated schedule for the remainder of organizations that need to pack their office materials. Organizations that have already been notified are listed in black, and newly scheduled organizations are listed in red. In addition, we attached the packing process for those who are unfamiliar with the proper steps.

July 16-20
-All second floor: July 16-18
-Procurement and Contacts: Beginning 11 a.m. on July 19
-Human Resources (limited staff) and Procurement and Contracts: July 20

July 23-27
-Work for Others (various floors) and Procurement and Contracts: July 23
-Human Resources (including Training and Directives Management) and Procurement and Contracts: July 24
-Balance of first floor (CFO staff) and Chief Council: July 25-27

July 30-August 3
-All third floor (including Chief Counsel): July 30-31
-Security, including fish bowl (balance of the ground floor): August 1-10

August 3-10
Anyone who missed their original date

Key reminders:

- Take ALL personal items home;
- No IT equipment to be packed;
- Labels go in the upper left hand corner of the end of the box;
- "To be opened be addressee" label goes on top of box in center.
- Wear comfortable clothes; No open toed shoes or flip flops
- Stay hydrated
- Assure your AM or DD have placed your name on a list for your organization's packing date(s); the guards will not allow access without having you name.
- Professional packers/movers are available to pack rolling files, libraries, etc – coordinate these requests through Cathy Fallon.
- Direct any questions to Randy Smyth (576-1830)