

SS Remodel Update – Mon., December 10, 2007

As you walk around the perimeter of the SS building remodel zone, you will notice that the whole area is quickly clearing out--- boxes of ceiling, carpet and flooring tiles are disappearing as the materials are installed, and contractors are starting to pack up equipment and tools to move on to other jobs in other places. The end truly is in sight. check out the progress at <http://www.uwgb.edu/sa/remodel/vlog.html>

Here is the project completion schedule, and what I know as of right now about the move back to SS:

- 1) Toilet partitions are up in the restrooms, and plumbing fixtures are installed. The restrooms just need doors and a thorough cleaning.
- 2) The north hallway will be closed on Monday, 12/10-11 for tile installation. All tile installation (hallway and inside) should be done by early this week, and all the hallways should then be open permanently. Over the holidays, the hallways will be thoroughly cleaned, waxed and buffed.
- 3) Doors and door hardware installations are scheduled for 12/10 - 12.
- 4) Glass entrance installations should be completed by Tuesday, 12/11.
- 5) Wood flooring and wood ceilings are scheduled to be installed in the entrances to Advising and Enrollment Services by 12/14.
- 6) All wall coverings, painting, and painting touch-ups will be done by 12/14.
- 7) Air handler # 2 was started up today, and HVAC balancing will be done by early next week.
- 8) Open area workstation installations are scheduled for Friday, 12/14 and Saturday, 12/15, to be completed on Monday 12/17.
- 9) Front wall artwork will be installed Thursday, 12/20.
- 10) Tech installations: UWGB IT folks will be doing the technology installations the week of Dec 17.
- 11) Front Desks: The Enrollment Services and Advising/Careers front desks are not on site yet, and are still under construction. Selmer is working very hard with the cabinetry sub-contractor to get them built and installed by the end of this week, 12/14. The granite tops of the front desks may be installed just a bit later than the rest of the desks, but no later than 12/28.
- 12) Project Punch-out: 12/19. This is the step where the contractors and subcontractors walk through the entire building with the state facilities engineer and project representative, certify that the project was completed according to specifications, and note anything that needs to be fixed or completed. Contractors and subcontractors then have a few days to finish or correct anything that is noted.

IMPORTANT INFORMATION ABOUT THE MOVE BACK TO STUDENT SERVICES:

Because the punch-out on the building was delayed by a week (it was originally scheduled for 12/12), and to accommodate the availability of the movers, the move back to SS will happen on the schedule as noted below. Also impacting the move timeline: **The building will not be**

certified for occupancy by the Department of State Facilities until Wednesday, December 26. Until then, no one is allowed to occupy the space (i.e., unpack, set up offices, etc) We will be allowed to orchestrate the move of furniture, files and boxes into the space, but that is all. THUS:

Afternoon of Wed 12/19: Move back the storage rooms (Registrar, Admissions, Career Services, Advising, etc) Movers install Career Library shelving. Rationale: Move stuff that will not interfere with any workers who may need to be finishing up work in the space. Leave the staff, offices and phones in place for as long as possible. Since **no occupancy is allowed til 12/26**, the plan is to move stuff on this first day, not people.

Thursday 12/20: Move the offices of Career Services, Bursar, Academic Advising and Admissions-- move the furniture and boxes, but again-- **no occupancy allowed til 12/26**. Rationale: Admissions outer office workstations are not being moved back so the Admissions office can stay somewhat operational on Thursday and Friday. Fin Aid and Registrar not be interrupted at all.

Friday 12/21: Movers not available; Unpack workrooms, career library, etc Cut over phone lines to new building. Rationale: move phone lines as late as possible before the holidays. The public will not expect calls to be answered between Dec 22 and 25, so disruption of phone service is minimal. Since **no occupancy of the building is allowed til 12/26**, Bursar, Admissions, Advising and Career staff can either work from an alternative location on this day, or take a vacation day with supervisor approval and start the holiday break early.

Wednesday, December 26: Movers not available. Occupancy of the building is allowed as of this day.

Thursday, December 27: Move Registrar and Financial Aid. Unpack, hook up phones and computers, and officially occupy the building.

As with the move to RH/WH, you do not need to be present for the move, and there is no expectation that you will move anything yourself. We are paying a moving company more that \$10,000 to move you. Let them do their job. At the end of the day prior to your office's move, you just need to make sure that all furniture, boxes, computer, etc are labeled, and that your phone and computer is unplugged and disconnected.

IMPORTANT INFORMATION ABOUT PHONES:

ATT is scheduled to move the phone lines on Friday, Dec 21. Since **we can't occupy the building until Dec 26**, we won't know for sure until then if all the phones will work as planned. Further, the UWGB telecommunications folks will be off on Dec 26, 27 and 28, so anything that doesn't work may take a few extra days to get fixed. **PATIENCE!** Fortunately, the week of 12/26-28 is a short week, and low volume time for calls and visitors. It will all be working just fine by the end of the first week of January.

WELCOME BACK PARTY:

We'll delay our welcome back to Student Services party until Friday, January 4th, 2008, when things are a little more settled. Invitation to follow.

Mike S