



**From:** Murdock, James  
**Sent:** Thursday, January 05, 2006 4:50 PM  
**To:** BUS - All Faculty and Faculty Admin, All Staff, All PhD  
**Cc:** Dolan, Robert; Duenyas, Izak; Anderson, Eugene; Brueger, Sherry; Asher, Audra; Steinke, Pat; Schlaff, Thomas; Mercer, Graham; Wessels-Prodromos, Claudia  
**Subject:** FW: Faculty Office Moves Update AND Davidson Hall closure

**This is an update on the status of faculty office moves and our plans to complete this task during January and February.**

#### **A. FACULTY WITH DECANT OFFICE ASSIGNMENTS**

Waves 1-5	Moves were completed in November & December
Wave 6: Week of Jan 16	John Bresette has informed these faculty of their move dates
Wave 7: Week of Jan 23	John Bresette has informed these faculty of their move dates
Wave 8: Week of Jan 30	John Bresette has informed these faculty of their move dates
Wave 9: Week of Feb 6	John Bresette will notify these final faculty of their move dates

#### **B. FACULTY WITHOUT DECANT OFFICE ASSIGNMENTS**

**All Davidson Hall faculty offices MUST be totally vacated no later than Friday, February 24.**

Adjunct faculty teaching in Winter A can stay in their current offices thru this term.  
Faculty NOT teaching in the Winter B term must vacate their offices by 2/24!!  
We will assist in packing office materials and taking boxes to the dock or for UPS shipping to homes.

Please notify the Facilities Office of your plans and requests for assistance.

All Davidson Hall faculty teaching in Winter B will be relocated by 2/24 to temporary offices in Paton or Assembly Hall for March/April.

**Paton/Assembly Hall temporary offices must be totally vacated no later than Friday, April 28.**

All of our communications to date have been to those faculty for whom decant office assignments were provided.

This communication to ALL faculty is to assure that everyone has adequate advance notice regarding the final date of occupancy for Davidson Hall offices.

**NOTE: THERE WILL BE NO PUBLIC ACCESS TO DAVIDSON HALL AFTER FRIDAY, MARCH 3.**

If you have questions re: your own specific situation, please contact the Facilities Office by email or by telephone @ 4-1364. Your continued cooperation with the Facilities Office staff will be greatly appreciated.

Happy New Year! Jlm