

# **CANDELARIA HALL SUMMER CONSTRUCTION UPDATE(S)**

## **May 18 – August 14, 2009**

### **Building information:**

- Candelaria Hall will be closed for construction between May 18 and August 14, 2009
- No classes will be held in Candelaria during the summer sessions with the exception of:
  - ANT 235 (limited access)
  - JMC 408 (access through loading dock)
- Program/School Offices relocating:
  - Africana Studies, Anthropology, School of Communication, Communication Studies, Economics, Geography, Hispanic Studies, Journalism & Mass Communications, Modern Languages, School of Social Sciences, Sociology, and Women's Studies
- Rooms physically impacted by construction:
  - 0215, 0215A, 0215B, 0215C, 0235, 0235A, 0235B, 0235C
  - 1201, 1205, 1205A, 1245, 1245A, 1315, 1345, 1375
  - 2016, 2024, 2200, 2200B, 2200C, 2200D, 2225, 2233, 2241, 2286
  - Corridors and stairwells on all levels of building

### **Faculty / Staff Information**

- All faculty and staff located in Candelaria will need to be out of the building by May 17<sup>th</sup> – construction will begin on May 18<sup>th</sup>
- Faculty and staff should remove files, information, save data to flash drive, etc. that will need to be accessed over the summer
- Faculty and staff who need office space during the construction need to contact the Dean by April 20<sup>th</sup>
- All summer exam scanning will need to be taken to the IT Platform in Carter Hall

### **Faculty / Staff of Physically Impacted Rooms (listed above)**

- Faculty and staff should remove all personal items from their office
- Faculty and staff should remove breakable items and remove items from the top of bookshelves, desks etc.
- Furniture, bookshelves, etc. will be covered during the construction period
- Programs can designate a room for storage for faculty/staff of impacted rooms

### **Relocation**

- The Dean's office will notify faculty and staff who have identified a need for space no later than May 8<sup>th</sup> of their temporary space

### **Computers / Phones / Office Equipment**

- Arrangements can be made for faculty located in Candelaria to take office computers home over the summer (Please inform the dean's office at [david.caldwell@unco.edu](mailto:david.caldwell@unco.edu) which equipment you are removing and to which location. A comprehensive list will be prepared for I.T.)
- Computers/monitors of faculty/staff being relocated will be moved by IT staff – once you have been notified of your temporary space you will need to submit an IT ticket (Phone: 1-4357 or online at <http://d2.parature.com/ics/support/default.asp?deptID=8017> )
- Phones should be forwarded to another number unless you have requested that your phone be transferred to your temporary space
  - If you have requested that your phone be transferred to your temporary space, you will need to submit an IT ticket (Phone: 1-4357 or online at <http://d2.parature.com/ics/support/default.asp?deptID=8017> )
- Copiers will not be moved – accommodations will be made for access to copiers in your temporary space
  - It is recommended that faculty and staff who know of copying needs plan to make the copies prior to leaving Candelaria
  - Fax machines that need to be moved will require a submission of an IT ticket (Phone: 1-4357 or online at <http://d2.parature.com/ics/support/default.asp?deptID=8017> )

### **Computer labs**

- Geography lab login script will be added to MICH L08
- GRE Prep software in CAND 1170 will be streamed to all of campus
- Foreign Language lab software will be available in MCKE 101 and MICH Library Reference computer labs
- Survey lab server will be moved to the Carter Data Center
- Candelaria's grader system will not be moved and will not be available during the summer sessions

### **Miscellaneous Information**

- Mail and package delivery/pickup will have a central location for relocated program offices
- If faculty or staff need to access the building after construction begins they will need to make arrangements at least 24 hours in advance with Jimmy Mock, facility project manager, [jimmy.mock@unco.edu](mailto:jimmy.mock@unco.edu)