

CANDELARIA HALL SUMMER CONSTRUCTION UPDATE

May 1, 2009

May 18 – August 14, 2009

Building information:

- Candelaria Hall will be closed for construction between May 18 and August 14, 2009
- Bulletin boards in the hallways and impacted rooms will be covered during construction

Faculty / Staff Information

- All faculty and staff relocating who will need movers need to submit a work request online through Facilities Management at <http://138.86.60.16:90/home.html>

Relocation

- The Dean's office has notified faculty and staff who have identified a need for space of their temporary space
- The Dean's office has distributed the relocation information to HSS Everyone via email
- The relocation document is posted to the website and a notice will be sent via UNC Today of where the document can be located
- For information regarding when a temporary space will be available to move into please contact Debbie Borelli, Deborah.borelli@unco.edu for assistance.

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 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 your phone will be transferred to your temporary space
 - If you plan on transferring your phone 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 for copier use should be arranged through your Administrative Assistant
 - 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>)

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