

# CANDELARIA HALL SUMMER CONSTRUCTION UPDATE

**May 7, 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
- Signs will be posted on the doors of Candelaria Hall informing people to come to the Dean's Office in Michener L45
- **Important:** Computers/printers, microwaves, etc. remaining in Candelaria over the summer should be unplugged before leaving in case of power surges
- **Important:** Refrigerators remaining in Candelaria should be completely emptied/cleaned and unplugged before leaving for the summer. The doors should be propped open slightly.

## **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>
- Mail and package delivery/pickup will have a central location for relocated program offices
  - Candelaria Hall Program Offices can pick-up/drop off mail in Ross 1284
- **Keys** – key request forms are NOT needed – Facility Management has the information and will have office keys for faculty/staff on the relocation list available for pickup at Parsons beginning May 11th
- **Relocation Building access** - Swipe cards will automatically be activated for relocation building access if you currently have swipe card access to Candelaria. (NOTE: If you have any problems please contact Deborah Borelli for assistance)

## **Relocation**

- The Dean's office has notified faculty and staff who have requested 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](mailto: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](mailto:david.caldwell@unco.edu) which equipment you are removing and to which location. A comprehensive list will be prepared for I.T.)

Updated on Friday, May 08, 2009

- Computers/monitors/printers/phones, etc. 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
- 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**

- If faculty or staff need to access the Candelaria Hall 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)