

## **Move Schedule and Storage Space, Sept 22**

The proposed move schedule has now been posted on dept web site. It is still shifting around about but will give you an idea of where we presently stand and if you have problems please let Bruce Nelson know.

**1. Within the time window given for the floor you are moving to, choose which day you prefer to move (e-mail to [surge@ess.washington.edu](mailto:surge@ess.washington.edu))**

**2. If that window of time is not possible for you, choose another day from Dec 3 to Dec 25 and send you requested move date (office and lab) to [surge@ess.washington.edu](mailto:surge@ess.washington.edu)**

**3. If we do not hear from you, we will schedule your move within the indicated time window in a way to make the process most efficient.**

**Remember: these times may unexpectedly shift so we may have to ask you for some of this information again (and again).**

The move will be upon us faster than you think when quarter starts so you will be receiving lots of e-mail. Please take careful note and don't just zap them as they will contain important information. We will also post relevant memos on the department web site just in case you are zap happy.

Storage is an important issue but in many cases its actually ends up being long term storage of obsolete equipment that should actually be surplus. Storage space will be at a premium and additional storage space comes at a price – \$5k/yr for 600 sf at Sandpoint. Therefore we have to efficiently use the available space.

We will have four storage areas and these areas need to be properly utilized:

(1) JHN Annex 100 (640 sf) – for class field equipment – freshly cleaned out – but fully committed.

(2) Sandpoint storage (600 sf) – 10 large orange cabinets are going out – **IF YOU HAVE NEED OF LONG TERM STORAGE NOW IS THE TIME TO HEAR FROM YOU AS IT WILL FILL QUICKLY.**

(3) ATG 131A,B (680 sf) – presently full but at least half of its contents looks like it should be discarded – persons with stored material there need to re-elevate its importance. Identify what needs to stay, throw what needs to be thrown. **ANY ITEMS NOT IDENTIFIED FOR RETENTION WILL BE SURPLUSSED ON OCT22.**

(4) ATG 051-056 (presently the Steig lab ~600 sf available) – this area is probably not going to be available until late into the move but will provide easier access than the Sandpoint storage. **Send an estimate of minimum space required, and nature of material to store.**

Robert

