Dear Colleagues,

Campus Operations is sequentially coordinating week 2 moves. Please see below for a list of completed moves to date:

**Move priority date: Wednesday, May 15 – Tuesday, May 21**

* Label boxes/plastic totes clearly
* Collect old keys from College of Community Studies and Public Affairs (CCSPA) staff and faculty

**Next week look ahead – Monday, May 20**

* CCSPA (Social Work, Human Services, Dean, Staff and Advisors) vacates St. John’s Hall Second Floor, and moves to 1450 Midway First Floor (illustrated in embedded map)



 **Space Move tips and resources:**

* Areas preparing to move who might have walk-in student traffic during the time of the move should consider posting a plain, printed flyer in large, sans serif typeface giving: the date(s) of the unit’s move, the new location, and a contact number or email for a visitor to get more information
* [Space Move Schedule](https://www.metrostate.edu/about/president/university-space-moves)
* [Space Move FAQ](https://services.metrostate.edu/TDClient/KB/ArticleDet?ID=76068)

**The progress made in the 2019 Space Move to date includes:**

* College of Management vacated Management Education Ce­­­nter First Floor
* School of Urban Education vacates 1450 Midway Offices, and moves to Management Education Center First Floor

If you have any concerns not covered by the FAQ or this message, email building.services@metrostate.edu.

Thank you again,

Building Services