Dear Colleagues,

Campus Operations is sequentially coordinating week 5 moves. Please see below for a list of completed moves to date.

**Move priority date: Wednesday, June 12 – Tuesday, June 18**

* Label plastic totes clearly

**Next week look ahead – Monday, June 17**

* DARS, Registrars and Sign Language Interpreters move to 1450 Midway Third 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 vacated 1450 Midway Offices, and moved to Management Education Center First Floor
* CCSPA (Social Work, Human Services, Dean, Staff and Advisors) vacated St. John’s Hall Second Floor, and moved to 1450 Midway First Floor
* School of Communications, Writing, and the Arts vacated 1380 Energy Park Place Second Floor, and moved to St. John’s Hall Second Floor
* DARS moved to 1380 Energy Park STE 205 Second Floor temporary

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

Thank you again,

Building Services