

PLANNING FOR NEW CARPET

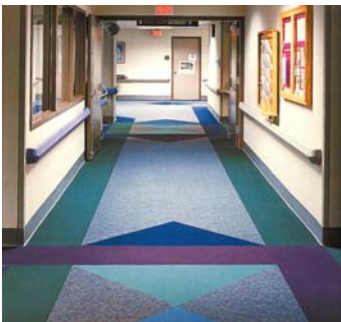
Your office is getting new carpet!

In order to keep disruptions to your office/work area to a minimum we need your assistance.

Your designated project manager will give you directions if there is an area where items can be stored during the carpet replacement and the timeline of the carpet replacement project.

Please use the following guidelines to prepare your offices/work areas for carpet replacement:

- 1) Clear all work surfaces-desks, tops of files, cubicle panels, etc.-of all fragile and irreplaceable items, such as photo frames, cups, personal papers, etc.
- 2) Box all binder bin contents and remove boxes from area being carpeted. Leave the bins unlocked.
- 3) Remove all items from the floor and put them in an area outside where carpet will be replaced.
- 4) To ensure the correct chair is returned to you, label the chair with your name using masking tape or a piece of paper taped to the chair. Also mark your office/work area with your name.
- 5) Leave all equipment plugged into the outlet, unless advised otherwise by your assigned project manager.
- 6) Place all plants in a safe place outside the area that will have carpet replaced.
- 7) Put contents of all free-standing bookcases into boxes and store the boxes in an area outside of where carpet will be replaced.
- 8) Prepare your office/cubicle on the day your project manager has scheduled.



Thank you for your assistance!