• Overview
• Layout
• Schedule
• Phasing
• Moving / Prep
• Questions

USNH 5 Chenell Office Relocation
16 February 2015 Presentation
PHASING
USNH 5 Chenell Office Relocation

Phase I  Fri. Feb. 20
Phase II  Wed. Feb 25
Phase III  Fri. Feb 27

HR
Legal
Cafe
Mail
Call Center
Treasury
Audit
FAST
Disbursements
Accounting Services
PHASE I: FEB. 20
DUNLAP FIRST FLOOR
PHASE I: FEB 20
DUNLAP FIRST FLOOR
PHASE II: FEB. 25
DUNLAP SECOND FLOOR
PHASE II: FEB. 25
MYERS FIRST AND SECOND FLOORS

1. T. Miller
2. D. DeLuca
3. D. DeMaggio
4. Assoc. Treas.
5. ME Reisch
PHASE II: FEB. 25
MYERS FIRST AND SECOND FLOORS
Typical "Tower"

- Files
- Drawers
- Bookcase

"Closet"
Schedule Milestones:
- Friday Jan. 30th: Construction Complete
- Friday Feb. 13th: Furniture Install Complete
- Week of Feb. 16: Cert. of Occupancy
- Monday Mar. 2: Move-In Complete
THE MOVE

Yes:
• Desk Office Supplies

No:
• Computers / Monitors
• Keyboard Trays
• Telephone
• Trash / Recycling Bins
• Work Files

At Your Own Risk:
• Personal Items
• Fragile Items

USNH 5 Chenell Office Relocation
Yes:
• Work files

No:
• Computers / Monitors
• Keyboard Trays
• Telephone
• Trash / Recycling Bins

BLUE CRATE
As many as needed
USNH 5 Chenell Office Relocation

**Last Day at Lee / Durham**

- 20 Phase III Fri. Feb 20
- 25 Phase II Wed. Feb 25
- 10 Phase III Fri. Feb 27

**First Day at 5 Chenell**

- Mon. Feb 23
- Thurs. Feb 26
- Mon. Mar. 2

**Next Working Day**

- Finish Packing and Label Banker’s Box by end of day - leave on your Desk
- Pack and Label Blue Crates - leave by your Desk
- Take any Remaining Personal Belongings

- GO TO CONCORD
- Banker’s Box on your Desk
- Unpack
Other Info:
No Assigned Parking

After-hour access to Building via 2 keypads:
• Front Door
• Elevator

Keyboard Trays Available-
ask David

New Phones -
you will keep your same number

Computers:
• Leave desktops for movers
• Take laptops, bring with you to Concord

Secure Files-
ask David

USNH 5 Chenell Office Relocation
Questions?