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**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

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**TO:** GOV. MUSGROVE  
**FROM:** ERICH HOWARD  
**SUBJECT:** CAPITOL OFFICE PROGRESS  
**DATE:** 10/11/2001  
**CC:** BILL RENICK  
FELICIA GAVIN

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Move Timeline:

October 17, 2001 (Wednesday) – All staff members with offices in the Capitol building should have ALL items packed and move to Woolfolk. (Jeanette, John and Wes will keep items boxed in Capitol.)

October 22, 2001 (Monday) – All furniture, which will not be used, will be moved to storage areas in Woolfolk. Empty offices on the 15<sup>th</sup> floor will be utilized as storage.

October 26, 2001 (Friday) – All furniture will be installed in new offices and arrangements.

October 29, 2001 (Monday) – Doors to Governor's Office areas will be rekeyed.

October 29-31, 2001 (Monday-Wednesday) – Computers will be installed.

October 31, 2001 (Wednesday) – Final walk-through and cleaning.

The following projects will undertaken during this move.

New Capitol

Phones will be moved from 1<sup>st</sup>, 2<sup>nd</sup>, Mezzanine and 3<sup>rd</sup> floor to remaining office space.

Data lines will be disconnected on 1<sup>st</sup>, 2<sup>nd</sup>, Mezzanine and 3<sup>rd</sup> floors.

Thirteen doors will be rekeyed.

Purchase four hubs, crossover cables, patch cables and surge protectors.

Move the Wireless One cable from the 2<sup>nd</sup> floor to the 3<sup>rd</sup> floor.

Purchase new receptionists desk for the hallway.

Install two squawk boxes in the reception area.

Program elevator to not open on 2<sup>nd</sup> floor or mezzanine.

### Woolfolk Office Building

Move two existing phone lines.

Install two new phone lines and four new data lines.

Purchase/install overhead bins for two desks.

Purchase two desk chairs.

Install cable in two conference rooms.

Move two squawk boxes.