
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: ALL STAFF
FROM: GOV. RONNIE MUSGROVE
SUBJECT: MOVE TO WOOLFOLK
DATE: 10/26/2000

As you are aware, we are in the final stages for the relocation to the Woolfolk State Office Building. In an effort to make this transition as smooth as possible, the following memo is being sent to each staff member concerning the move and timeline.

GENERAL INFORMATION:

Governor's Office, Department of Finance and Administration and State Treasurer's office will move to the Woolfolk State Office Building November 9-13, 2000.

New physical address: Office of the Governor
501 North West Street
15th Floor, Woolfolk Building
Jackson, MS 39201

There will be no cafeteria service in Woolfolk until late Spring 2001. Snack and drink vending machines will be provided in Woolfolk. Sillers cafeteria will still provide food service.

No personal items (pictures, personal items on bookcases & desks, knick-knacks, wall hangings, plants, etc.) will be moved by the contractor. All personal items should be removed by Friday, October 27th.

All file cabinets must be completely emptied and boxed.

All desks must be completely emptied and boxed.

Boxes and packing tape will be provided.

Parking spaces will be assigned at a later date.

Security IDs and office keys will be distributed at a later date.

PACKING/BOXES:

PERSONAL ITEMS: Use ONLY used boxes and clear tape.

OFFICE ITEMS: Use ONLY new boxes provided by movers and brown tape.

BOXES ARE IN TWO EMPTY OFFICES ON WEST SIDE OF 20th FLOOR.

Label each box with name and contents. (ex. Top desk drawer, bookcase 2nd shelf)

When emptying file cabinets, label each box with an individual cabinet number and use letters to designate in which drawer the contents belong.
(ex.cabinet 1, drawer A)

When emptying desks, place all small items such as pens, clips, rubber bands, etc. in an envelope and place in box.

Make sure all top flaps are closed and sealed. The boxes will not be moved if the top flaps are not closed.

Do not pack your phone. ITS will move all phones.

TIMELINE:

Friday, October 27th –

- 1) All personal items (pictures, items on bookcases, desks, wall hangings, plants) should be removed from your offices.

USE ONLY THE USED BOXES AND CLEAR PACKING TAPE.

Monday, October 30th – November 3rd –

Begin to pack office for move to Woolfolk. Pack all non-essential items first.
Do not pack any items that you must use on a daily basis until right before you are scheduled to move.

USE ONLY THE NEW BOXES AND BROWN PACKING TAPE.

Remember, the office will continue to serve the public during packing.
Do **not** let packing stop you from performing your job.

Tuesday, October 31st –

All computers must be shut down for that night. The server will be taken down and a complete system back-up will be performed.

Thursday, November 2nd -

Gov. Musgrove will assign office spaces in the Woolfolk State Office Building.

Friday, November 3rd –

- 1) All items should be removed from overhead bins and all bulletin boards cleared.
- 2) The following staff members, who have Capitol offices, will work out of the Capitol until the move to Woolfolk is complete.

Dr. David Cole	Donna Simmons	John Gilbert
Michael Boyd	Gloria Arnold	Erich Howard
Marilyn Byrd		
- 3) Staff members with offices in the Capitol should have their office in Sillers completely packed by Friday, November 3rd.

Monday - Wednesday, November 6th – 8th –

- 1) Furniture from empty offices will be moved to Woolfolk.
- 2) Overhead bins and bulletin boards will be disassembled and removed in all offices.
- 3) Any boxes packed and ready to move to Woolfolk will be moved.
- 4) Complete packing office for move to Woolfolk,
USE ONLY THE NEW BOXES AND BROWN PACKING TAPE.

Wednesday, November 8th –

All computers must be shut down for that night. The server will be taken down and a complete system back-up will be performed.

Thursday, November 9th -

- 1) All computers will be shut down and disassembled at 3:00pm.
- 2) All packing must be finished by 5:00pm.
- 3) Movers will begin to move all remaining items from 20th floor at 5:00pm.

Friday, November 10th –

Movers will complete moving of all remaining furniture.

Sunday (afternoon), November 12th –

Staff will begin to unpack and assemble office.

Monday, November 13th -

Staff will complete assembly of office.

Tuesday, November 14th -

Office will be open for regular business.

If there are any questions, please call John Gilbert, Erich Howard or Ashley Turnipseed.

Thank you.