

Governor,

Here are some items we need you to decide:

- 1) Who will work in the Governor's Office on Friday, November 10th?
 - * Administrative leave has been requested by DFA for all agencies moving.
 - * People cannot be on the 20th Floor Sillers or 15th Floor Woolfolk.
 - * The main phone (93150) will be forwarded to 93100 at the Capitol.
 - * There will be NO computer service on Friday, November 10th.
 - * Please remember that all computers will be shut down on Thursday, November 9th at 3:00pm. This includes the servers for the Governor's Office and DFA.

- 2) When will the staff start unpacking the office in Woolfolk?
 - * The movers have said that the move will be completed by Friday night for the Governor's Office.
 - * I would like to request that absolutely no member of the staff be allowed on the 15th Floor Woolfolk on Saturday. DFA and I will be configuring computers with some outside contract help and it would be much easier if no one else was on the floor unpacking.
 - * If the staff works on Sunday afternoon and all day Monday, we should be ready to conduct business Tuesday morning. This would require comp time awarded on Sunday and on Monday (Veteran's Holiday).

- 3) Assigning office space in Woolfolk.

Your schedule on Friday, November 3rd has you at USM starting at 11:45 am.
Do you want to do the walk through with the staff at 8 or 9 am?
There might be another conflict on the 3rd according to Donna.