

# **!!!Important Update and Key Information Regarding the 2<sup>nd</sup> Floor of Grant Wood AEA's 6<sup>th</sup> Street Facility!!!**

*Second Floor Move-Out Planned August 5-22, 2008*

## **Update and On-Going Status of the 6<sup>th</sup> Street Facility:**

The flood of 2008 created significant issues for our 6th Street facility. We acknowledge all the feelings of anxiety and nervousness about the unknowns. Things are developing and changing almost daily and we felt the need to wait until we had a clear plan in place. This document should provide a comprehensive and definitive set of answers to questions related to our facilities and the adjustments required of all of us in the coming months.

Now and for the foreseeable future – until sometime in 2009 – the 6th Street facility will be unavailable for use except by those functions that must continue to operate out of the facility. **This means that all employees assigned to the 6th Street's 2<sup>nd</sup> floor and not already relocated to our 33<sup>rd</sup> Avenue facility will need to home office, utilize space in building(s) served or utilize the staff work room set up in room 216 at 33<sup>rd</sup> Avenue until such time that the 6th Street building construction is completed.** This has not left 33<sup>rd</sup> Avenue residents untouched as the majority of them have had to move-out and prepare to home office in order to provide space for other Agency functions.

**“While we are all dealing with significant challenges and facing stressful and anxiety-ridden times, we will come through this stronger and better.”**

**-Dr. Ron Fielder  
Chief Administrator**

Currently, the only operations conducting business out of the 6th Street facility are the media center, teacher work center, the print shop, and a skeleton crew of staff in central file and computer services. While they operate in a safe, clean environment, each of these areas is operating on limited usage and accessibility. During the construction phase, each of these work areas will be protected from the natural noise, mess, and air quality issues associated with construction to the maximum extent possible. This will require substantial effort and coordination by the Agency and its contractors but such action still outweighs the cost and downtime associated with moving each of these functions from the 6th Street facility to other locations.

One of our key concerns is in providing a clean, positive work environment for staff. As we work to rebuild the 6th Street facility, this cannot be provided in any regular way for the majority of 6th Street residents. Despite the fact that the flood did no real damage to the 2<sup>nd</sup> floor, it is none-the-less susceptible to construction phase issues such as:

- Odors and fumes from paints, glues, and stains.
- Dust from drywall installation.
- Noise from construction work.

- A relatively un-secure building due to large numbers of contractors and workers entering and exiting the building throughout the day.
- Dangerous conditions created by construction machinery and tools.

Currently administration, HR, business office, mailroom, professional development, communications, graphics, computer services, regions and disciplines, technology support, IMS, most of central file, and facilities have either been relocated to 33<sup>rd</sup> Avenue or asked to home office. All other residents of the 2nd floor who have not already been relocated to 33<sup>rd</sup> and those not involved with the print shop, teacher work center, media center, technology, computer services, central file, or the reconstruction of the facility will need to vacate the 6th Street facility for the foreseeable future. Home officing remains the most viable option under the circumstances, however, there is very limited space to work from the staff room at 33<sup>rd</sup> Avenue or staff may utilize any space that may be provided by buildings or districts served.

Cleaning of the 2<sup>nd</sup> floor has included vacuuming all horizontal work surfaces, materials and carpets with HEPA-certified equipment. This is to help ensure that the facility is relatively free of airborne contaminants and safe for staff to clean out their offices, cubicles, and/or storage areas. The cleaning of the 2<sup>nd</sup> floor of the 6th Street facility will be complete by the end of this week – Friday, August 1, 2008. **This means that a scheduled move-out of the 6th Street facility will begin on Tuesday, August 5, 2008.**

**The move-out process for 6th Street begins on August 5, 2008 through a prescribed process for access for the first two weeks and an open move-out for the final week. The move-out concludes on August 22, 2008.**

### **Accessing and Removing Personal and Professional Items from the 6<sup>th</sup> Street Facility:**

What follows are the specific protocols and procedures for facilitating an efficient, coordinated move-out effort.

*The Agency will commence a complete move-out of the 6th Street facility's second floor beginning on August 5, 2008 and ending on August 22, 2008.* Any employee with office, cubicle, and/or storage space on the 2<sup>nd</sup> floor must remove or store all items by August 22, 2008. Any items remaining unpacked and/or unboxed after August 22<sup>nd</sup> will be either discarded or boxed and stored. Affected employees should not plan to return to the 6th Street facility until sometime in 2009. The need for such removal is based upon the following:

- While the building is completely clean and sanitized from the June floodwaters and resultant contaminants, reconstruction of the facility necessitates a complete move-out. The impending construction will make large sections of the 6th Street facility un-useable for professional work. Noise, dust, fumes, dangerous equipment, and an un-secure facility make living and working from the 6th Street facility for the majority of our staff impossible.

- A complete move-out of the 2<sup>nd</sup> floor allows for a thorough cleaning of office equipment, carpet, furniture and walls upon completion of construction and prior to the renewed use of the facility.
- Staff will not have access to the 6th Street facility after the move-out period concludes making on-going retrieval of materials from the 2<sup>nd</sup> floor impractical.

### **Move-out Procedure:**

Staff will have two opportunities to move-out of their 6th Street space – two days as assigned by last name and one week of open move-out. **Staff may seek a calendar change for up to one day to accommodate the move-out. Added days will not be available for the move-out process.**

#### **1. The following days represent the scheduled “move-out” days for staff:**

- August 5<sup>th</sup> & 6<sup>th</sup>: Staff with last names beginning A through F.
- August 7<sup>th</sup> & 8<sup>th</sup>: Staff with last names beginning G through L.
- August 11<sup>th</sup> & 12<sup>th</sup>: Staff with last names beginning M through R.
- August 14<sup>th</sup> & 15<sup>th</sup>: Staff with last names beginning S through Z.
- August 18<sup>th</sup> - 22<sup>nd</sup>: Open move-out days for any staff not able to complete their move-out during the assigned times.

*Move-out times are from 8:00 a.m. through 4:00 p.m.*

The Agency understands that these dates may not be conducive to all staff. **If your assigned dates do not work, please contact Elizabeth or Cathy at 399-6700 and notify them of the day you plan to come to conduct your move-out. Do not simply show up on days not assigned to you without notifying Elizabeth or Cathy in advance!**

If none of these days work or you do not wish to make a calendar change, the week of August 18 is a scheduled work week for most staff and will be designated an open move-out for any staff who have not already done so. All materials must be removed or marked for storage by the end of business on Friday, August 22, 2008.

#### **2. Staff will have the option to:**

- a. Pack and remove their items from the facility.
- b. Pack and have their items placed in long-term storage by the Agency.
- c. Toss or recycle their items.

Each staff member will be provided a limited number of boxes by the Agency to box items. Please pack those things you want and will need for your work and transport out of the facility with you. For other items, either discard or box and label them for long-term storage. For items you wish to store, use boxes provided by the Agency and follow the instructions on how to label them. These boxes may be left in your work space for transportation to storage. For items you wish to pack and take with you, it is recommended that you bring additional boxes or carrying crates.

There will be some staff available to help load and transport materials from the 2<sup>nd</sup> floor to your vehicle as needed. A limited number of two and four-wheel carts will also be available to facilitate your move-out.

There will be large recycling, document destruction (for confidential and sensitive paper materials), and trash receptacles throughout the 2<sup>nd</sup> floor for easy disposal of unwanted or unneeded articles.

**3. Staff should park near the back of the 6th Street facility and proceed to the main entrance of the conference center to check-in. Check-in procedures are as follows:**

- a. At the front desk, you will be asked to show personal identification – either your driver’s license or your GWAEA photo-ID – in order to gain access to the facility. You may bring another person to assist you in the move-out. They will be required to sign-in and enter the facility with you.
- b. You will be provided an identifier that indicates that you have permission to be in the building. Access to the 2<sup>nd</sup> floor will be through the media center and up the staircase next to the elevator.
- c. A check-in person will be at the top of the stairs of the 2<sup>nd</sup> floor and will verify your access permission and direct you to the boxes and materials you may need for the move-out. From this point you will be permitted to exit and enter the building from one of the two rear entrances to the building to transport your materials to your vehicle.
- d. After checking in each day, you may re-enter the building as often as you like on the days of your identified access or during the week-long open move-out.
- e. Any office, cubicle or storage space not cleaned out and/or boxed and marked for storage after 4:00 p.m. on August 22<sup>nd</sup> will be boxed by facilities staff, marked as accurately as possible, and placed in long-term storage.

**Any office, cubicle or storage space not cleaned out and/or boxed and marked for storage after 4:00 p.m. on August 22<sup>nd</sup> will be boxed by facilities staff, marked as accurately as possible, and placed in long-term storage.**

Please contact your immediate supervisor if you anticipate having any difficulties in completing your move-out under the defined conditions and parameters.

**Staff Workspace at 33<sup>rd</sup> Avenue:**

A workspace in room 216 at the 33<sup>rd</sup> Avenue facility is being created as a staff work room during this period. Several work stations with a table, chair, phones, and access to the internet and a printer will be available daily on a first-come-first-served basis. Forms and a copier are also available at the 33<sup>rd</sup> Avenue facility. Additionally, the support team – regional and administrative assistants and secretaries have been relocated to 33<sup>rd</sup> and are ready to assist you.

### **Office Supplies for Home Officing:**

General office supplies (notepads, writing utensils, etc.) may be transported from the 6<sup>th</sup> Street building to home offices during the move-out period. When additional supplies are needed, staff will continue to use the standard procedure for submitting their materials requests through their secretary. Supplies will be delivered and available for pick-up at 33rd Avenue. **Due to the competitive office supply pricing available to the Agency, it will not be feasible to reimburse staff who elect to purchase their own materials.** Please work with your regional secretary to order and secure the supply items you will need. This applies to anyone home officing during this time.

### **Clarification on Mileage Reimbursement:**

For mileage purposes, home office staff still have an assigned Agency Center of a) 6th Street, b) 33rd Avenue or c) Coralville that will continue to be considered the employee's base for computing mileage reimbursement. As a reminder, staff are reimbursed for mileage from home to first temporary assignment or Agency to first temporary assignment, whichever is less, and last temporary assignment to home or last temporary assignment to Agency Center, whichever is less. Staff who have a routine (regular) assignment are not reimbursed for mileage for the daily commute to and from this routine (regular) assignment. (For more information, you may refer to Administrative Regulation 7381A available on the online Policy Manual.)

### **Telephones**

Staff phones will continue to operate as they have in the past. After three rings, the caller will be forwarded to your voice mail. You may retrieve and respond to voice mail exactly as you have in the past.

We understand the inconvenience and disruption this is causing all of us. The flood of 2008 has forced a change to nearly every Grant Wood AEA employee housed in the 6th Street and 33<sup>rd</sup> Avenue facilities and we all must work to adjust and carry on. We will rebuild and return better and stronger but this will take time, patience, and flexibility. We appreciate everyone's understanding and tolerance during this unanticipated and difficult time.

If you have any questions regarding this communication please contact your immediate supervisor.

## **Quick Reference Guide for 6<sup>th</sup> Street Move-Out**

What follows is a summary of the information found in the longer document above. Please use this as a quick reference guide to help guide you in the procedures and specifics of the 6th Street move-out.

Until further notice all employees assigned to the 2<sup>nd</sup> floor at 6<sup>th</sup> Street and not already relocated to the 33<sup>rd</sup> Avenue facility will need to home office, utilize space in building(s) served or utilize the staff work room set up in room 216 at 33<sup>rd</sup> Avenue until such time that the 6th Street building construction is completed.

### **The construction phase will create issues at 6th Street such as:**

- Odors and fumes from paints, glues, and stains.
- Dust from drywall installation.
- Noise from construction work.
- A relatively un-secure building due to large numbers of contractors and workers entering and exiting the building throughout the day.
- Dangerous conditions created by construction machinery and tools.

### **33<sup>rd</sup> Avenue now houses the following Agency functions:**

- Central Administration
- Human Resources
- Business Office
- Mailroom
- Professional Development
- Communications
- Regional and Discipline Support
- Technology Support
- Facilities
- IMS
- Graphics
- Hiring & Retention

Regional administrators are home officing much like their staff.

### **6th Street continues to house the following Agency functions:**

- Computer Services (IT)
- Media Center
- Printing
- Teacher Work Center
- Central File

## Move-out Procedures:

- Staff should park near the back of the 6th Street facility and proceed to the main entrance of the conference center to check-in.
- At the front desk, you will be asked to show personal identification – either your driver’s license or your GWAEA photo-ID – in order to gain access to the facility. You may bring another person to assist you in the move-out. They will be required to sign-in and enter the facility with you.
- You will be provided an identifier that indicates that you have permission to be in the building. Access to the 2<sup>nd</sup> floor will be through the media center and up the staircase next to the elevator.
- A check-in person will be at the top of the stairs of the 2<sup>nd</sup> floor and will verify your access permission and direct you to the boxes and materials you may need for the move-out. From this point you will be permitted to exit and enter the building from one of the two rear entrances to the building to transport your materials to your vehicle.
- After checking in each day, you may re-enter the building as often as you like on the days of your identified access or during the week-long open move-out.
- Any office, cubicle or storage space not cleaned out and/or boxed and marked for storage after 4:00 p.m. on August 22<sup>nd</sup> will be boxed by facilities staff, marked as accurately as possible, and placed in long-term storage.

**Any office, cubicle or storage space not cleaned out and/or boxed and marked for storage after 4:00 p.m. on August 22<sup>nd</sup> will be boxed by facilities staff, marked as accurately as possible, and placed in long-term storage.**

Please contact your immediate supervisor if you anticipate having any difficulties in completing your move-out under the defined conditions and parameters.