

**Subject:** Administration Building Move: Room Assignments

**Sent:** Friday, August 29, 2025 2:11 PM

Hello Team,

With the Administration Building renovation coming up in just the next couple of weeks, we'd like to share the room assignments for our temporary swing spaces in Fountain Hall and the Flexible Learning Rooms.

Attached you'll find the "AD Swing Space Assignments" Excel file, which details your current and future room assignments. To help you get acquainted with the new space, we've also included the "General Layout of Fountain Hall" PDF diagram. This information, along with answers to frequently asked questions, will be posted on our website at: <https://www.moorparkcollege.edu/ad-moves>

**Next Steps: Please Review Your Assignment**

Please take a moment to review the attached documents to confirm your temporary workspace assignment. This will ensure you have the correct information for labeling your office items and help us prepare for an efficient move.

If you notice any errors or discrepancies, please let us know by replying to this email. We appreciate you taking the time to review this information and your continued flexibility throughout this entire process.

Enjoy the holiday weekend!

Kind regards,

**Sean Clifford**

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