Subject: Final Reminder Before Tomorrow's Move
Sent: Thursday, September 11, 2025 9:11 AM

Hello Team,

This is a final reminder for our move to Fountain Hall tomorrow, **Friday, September 12, 2025**. To ensure a smooth transition, please review the following reminders and action items.

Final Checklist

- **Packing & Labeling:** Clearly write your **Name and New Location** (including Building, Room Number, and Letter Assignment) on all boxes, equipment, and furniture. This can be done with a marker directly on the box or using masking tape. Don't forget to also identify items you have stored outside your office in the Administration Building.
- **Seating Assignments:** Final Room assignments have been previously emailed. To find your new location, please refer to the seating assignments posted to the FAQ online at: https://www.moorparkcollege.edu/ad-moves/
- **Off-Site Storage:** If you have arranged off-site storage with FM&O, clearly write "**Pod Storage**" on the box, along with your **Name and New Building.**
- **Computer Shutdown:** Please shut down your computer and place accessories (keyboard, mouse, headset) with your monitor for the movers. IT will be disconnecting your workstations in Administration and reconnecting them in Fountain Hall.
- **Cyber-Key:** Dock and update your Cyber-Key, as it is required for access to the new space.
- **Valuables:** Take all personal items, valuables, medications, fragile items, important documents, and plants home with you tonight. Do not leave them in your current office.
- **External Communications:** Please let your key contacts know that your office is moving. Communication may be limited on Friday and Monday due to the transition.

Moving Forward

- **Building Access:** For your safety, the Administration Building will be inaccessible on Friday and will remain so indefinitely after the move. Please avoid both the Administration Building and Fountain Hall while movers are on-site this weekend.
- **Reporting to Work:** Please report directly to your new temporary space in Fountain Hall at your regular work hours on Monday.
- **On-Site Support:** IT and FM&O staff will be in Fountain Hall on Monday to assist with any issues.
  - **IT Support:** IT will be actively reconnecting computers. If your computer isn't ready, IT will have laptops available for checkout. For any IT issues, please submit a ticket online at: https://ithelpdesk.vcccd.edu/support/home.
  - **Facilities Support:** For furniture or facilities issues, please report them to your division/department Administrative Assistant so they can submit a work order.
- **Key Locations**
  - Student Health Services: **FH 211**
  - Mailroom & Shredder: **FH 214**
  - Breakroom Lounge & Cyber-Key Dock: **FH 112**

We appreciate your flexibility and cooperation as we make this transition. We'll see you in the new space on Monday!

Kind regards,

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