

Subject: Preparing for Our Temporary Office Relocation

Sent: Mon 8/4/2025 9:49 AM

SENT ON BEHALF OF SEAN CLIFFORD, COLLEGE SERVICES SUPERVISOR

Dear Team,

Following up on our initial announcement, this email provides more detailed information and practical guidance to help you prepare for our upcoming move to the temporary swing space on Friday, September 12, 2025. As a reminder, we will regularly update the **FAQ** online (<https://www.moorparkcollege.edu/ad-moves>) as more information becomes available.

We understand that moving into a more open environment with limited storage and privacy will be a significant change. We've compiled this guide to help you manage your belongings and mentally prepare for the new setup.

Key Actions & Information for You:

- **Declutter & Prepare for Limited Storage:**
 - Storage is extremely limited in all swing space locations.
 - This is a great opportunity for you to declutter your workspace. We highly encourage you to go through your files and personal items and decide what is *truly* essential.
 - Please digitize files wherever possible and dispose of unnecessary paperwork.
 - A shredder is available for your use in the Switchboard Room (AD 150).
- **Packing Your Personal Items:**
 - **Packing Supplies:** Arrangements are currently being made for boxes. If you would like to begin packing in advance, you may request boxes now by emailing Eric Lopez at ELopez@vcccd.edu or calling Facilities, Maintenance, & Operations at (805) 378-1454. It is important to understand that FM&O does not move or supply anything for personal property.
 - **What to Pack and Label:** You are responsible for boxing up your office, including books, binders, files, and small desk accessories. All file drawers, cabinets, bookcases, and desks should be completely emptied. As storage is very limited in the swing spaces, please leave non-essentials at home or arrange for offsite storage with FM&O. Employees are responsible for moving any personal belongings.
 - **Crucial Labeling:** Label every item and box to be moved. Please empty and pack all bookcases, overheads, desk drawers, and pedestals. (Be sure to label all boxes, equipment, chairs, foot rests, trash cans, etc.) Each item should be clearly labeled with the **new room number** and **seat letter** assignment if applicable. If space permits, please also add your **name**. For example:

“FH 216 D – Sean Clifford”

or

“M 309 – Jennifer Clark”

In rooms with multiple people, an alphabetical designation corresponding to their location should be indicated by placing painter’s tape on the wall in a clockwise fashion, starting from the southwest corner of the room.

Please note, items without labels will not be moved.

- **What the Movers will Handle:** Your computer monitor(s), keyboard, mouse, office chair, and any large department-specific equipment will be handled by the moving team. Please do NOT pack these items. Please note, the movers will not pack anything – only move.
- **Valuables:** Prior to move day, please take all personal valuables, medications, important documents, and anything fragile or irreplaceable home with you. Do not pack these in boxes.
- **Pro Tip:** Photograph your office space and tech setup before disassembling and moving.
- **IT & Technology Instructions:**
 - **Computer Shutdown:** You will receive specific instructions about a week in advance of the move on when and how to shut down your computer for the move. Please ensure all your work is saved and closed.
 - **Reconnection:** Our IT team will be responsible for disconnecting and reconnecting your computer in the new swing space. We anticipate minimal downtime, but please be prepared for some brief periods without network access on move day and the day after.
- **Health Services & Mail Room Relocation:**
 - **Student Health Services:** FH 211 (Note: A temporary shutdown is very likely during the move period. More details on service resumption will be provided.)
 - **Mail Room:** FH 214
 - We expect full Mail Room services to resume by Monday, September 15th at its new location.
- **Adapting to the New Environment (Some Things to Consider):**
 - The swing space will be more open, which means sound will carry more easily. We encourage you to consider using headphones for focused work and being mindful of your voice level during calls.
 - Respect your coworkers’ visual and verbal privacy cues.
 - Please clean up after yourself in common areas and don’t store items in walkways.
 - Stay scent-sensitive: Avoid strong fragrances.

- **Lounge/Kitchen Area:** A faculty workroom is available on the first floor at FH 112.

Important Dates to Remember:

- **August 8, 2025:** The architects will be onsite in Administration to Survey Existing Interiors.
- **Mid-August, 2025:** Seating assignments shared. Exact date TBD.
- **September 8, 2025:** If you haven't already, be sure to update your Cyber-Key this week.
- **September 11, 2025:** All office items packed and labeled - all mail collected from the mailroom.
- **September 12, 2025:** Move Begins!
- **September 15, 2025:** First day in Fountain Hall and the Flexible Learning Rooms

We know this is a big change, and we are here to support you through it. In the meantime, please review this information carefully.

Thank you,

Sean Clifford

College Services Supervisor

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