

Subject: Update: AD Building Office Scan tomorrow

Sent: Thu 8/14/2025 11:42 AM

Hello Team,

This **Friday, August 15th**, architects will be in the Administration Building to complete 360-degree scans of our office spaces. This is a crucial step for finalizing the furniture layout in our temporary swing spaces.

They may need to briefly enter your office to perform a scan. If they are in your area while you're present, we would appreciate it if you could step out for a few moments to allow them to work efficiently.

Here is the expected schedule for their visit:

- **Rooms 123-142: 1:00 p.m. – 3:30 p.m.**
- **Rooms 150-166: 4:00 p.m. – 6:30 p.m.**

If they are unable to complete their work this Friday, they may need to return on **Friday, September 5th**, from 1:00 p.m. – 3:30 p.m.

Thank you for your cooperation as our move is quickly approaching.

Kind regards,

Sean Clifford

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