

Morehouse School of Medicine
Proposed Hugh Gloster Move Sequence
20March17, Rev10April17

Summary - MOVE SEQUENCING	H/C	Prop'd Date	Remarks
Shred Bins <ul style="list-style-type: none"> Picked up and replaced with empties Picked up - no replacements 	15 15	4/17 4/21	ShredIt/Gigi Gould/Tony Collier
Miscellaneous <ul style="list-style-type: none"> Confirm location for Darrin Still Rm. 210: Retrofit with 2 desks B4 move 	7	w/o 4/10	Gigi/Natasha, et.al.
Move #2 <ul style="list-style-type: none"> Crate/Box Delivery Install rental furniture in MBUs Disconnect computers - DOME Disconnect computers - GEBS & Mae-Ling Baptiste Disconnect computers - EOHC (2 people ONLY) Disconnect computers - IRB Rm. 209 - Mae Ling Baptiste - to Rm.210 (Note: Rm. 210 to be furnished with two (2) desks B4 move) Graduate Studies/Ste 209 - Dr. Douglas Paulsen, Jamillah McDaniel - to MBUs DOME - Dr. Herbert-Carter, Shared Faculty (2), D. Keel, M. McNeal, D. Clair, B. Knight, D. Blossomgame from Ste. 209 - to MBUs Move xtra furniture to storage room (Rm. 207) EOHC -Shakira Jones, Giovanna Ayala - to MBUs IRB - John Smith, Pat Winfield - to RW125/RW133 Reconnect computers - Mae Ling Reconnect computers - GEBS Reconnect computers - DOME (Start) Reconnect computers - DOME (Finish) Reconnect computers - IRB 	Total: 15 1 2 8 2	 April 17 April 25 April 25, 2:30 PM April 25, 3-5 PM April 26, 11AM April 26, 11AM April 26, 8 AM Move Start Time April 26 April 26 April 26 April 26 April 26 April 26, 9 AM April 26, Noon April 26, 2:30 PM April 27, 9 AM April 27, 11 AM	 Rentacrate/Gigi CORT IT IT IT IT Gigi/Beltmann Gigi/Beltmann Gigi/Beltmann Gigi/Beltmann IT IT IT IT

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Miscellaneous <ul style="list-style-type: none"> Clean Suites 208 & 209 Install P/V/D as needed Move furniture within 208 & 209 as required 		April 28 May 1 May 2	Larry/Tony IT/Torey
Move #3 <ul style="list-style-type: none"> Crate/Box Delivery Disconnect computers - Registrar Office (3) Disconnect computers - Admissions (11) Disconnect computers - OFAD (4) Registrar Office - Dr. Angela Freeman, LaShander McQueen, Mario Graydon - to Suite 209 Admissions Office - Jasmine Britt, Symenthia Dearing, Jarrell Marcus, Neyland Jenkins, Tiedra Jordan, David Scroggins, Michi Everett, Alease Carter, Jasmine Bland + 2 New Staff - to Suite 208 Move OFAD - Alicia Gibbs, Toccara Houston, Renee Flewellen, Erica Brown - to NCPC Suite 226 Reconnect computers - Registrar Office (3) Reconnect computers - Admissions (11) Reconnect computers - OFAD (4) 	Total: 18 3 11 4	April 17 May 2, 2:30 PM May 2, 3-5 PM May 3, 9 AM May 3, 8 AM move start time May 3 May 3 May 3, 2 PM May 3, 3-5 PM May 4, 9 AM	Rentacrate/Gigi IT IT IT Gigi/Beltmann Gigi/Beltmann Gigi/Beltmann IT IT IT

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Move #4	Total: 16		
• Crate Delivery		April 17	Rentacrate/Gigi
• Disconnect computers - Associate Dean (2)		May 4	IT
• Disconnect computers - Sponsored Research (5)		May 4	Gigi/Beltmann
• Disconnect computers - EOHC (7)		May 4	Gigi/Beltmann
• Disconnect computers - Curric. Coord (1-2)			
• Associate Dean - Dr. Anachebe, Carma Adams - to MBUs	2	May 5	Gigi/Beltmann
• Sponsored Research - Monica Jackson, Joyce Cray, Devoria Hall, Beatrice Raiford, Waverly McMichael Jr. - to MBUs	5	May 5	Gigi/Beltmann
• EOHC - Dr. Rita Finley, Jasmine Mattison, Tia Villeral, J. Thrash, S. Mathurin, K. Stovall, J. Lockhart - to MBUs	7	May 5	Gigi/Beltmann
• Curriculum Coordinators - Rhea Brinson	2	May 5	Gigi/Beltmann
• Install all semi-height partitions	1 Lot		
• Reconnect computers - Associate Dean (2)		May 5	IT
• Reconnect computers - Sponsored Research (5)		May 5	IT
• Reconnect computers - EOHC (7)		May 5	IT
• Reconnect computers - Curric. Coord. (1-2)		May 5	IT

Note: All semi-height partitions to be moved over to the MBUs at time of Move #4.

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Summary - MOVE SEQUENCING	H/C	Prop'd Date	Remarks
Move #5	Total:9		
<ul style="list-style-type: none"> • Crate Delivery • Disconnect computers - EVD • Disconnect computers - Brenda Klement • Executive Vice Dean - Dr. Harris-Hooker, Wanza Sartresse, Ashley Turner, Angelita Howard, Cameo Holt, Whitney McKenzie, Martha Elks, Nakisha Hall - to MBUs • Brenda Klement to MBUs • Reconnect computers - EVD (8) • Reconnect computers - Brenda Klement (1) 	8	April 24 May 9 May 9 May 10	Rentacrate/Gigi IT IT Gigi/Beltmann
	1	May 10 May 10 May 10	Gigi/Beltmann IT IT
Furniture Disposition - 1st Floor of HG Bldg. <ul style="list-style-type: none"> • Schedule pickup by Donor Organizations? Liquidator? • Throw away?? 	N/A	w/o 5/15	Action: Larry Jones/Gigi Gould/Beltmann/DPR??
Destinations TBD (not moving to 2nd floor or MBU)	Total:6	ASAP	
<ul style="list-style-type: none"> • Tech Bar - Tarje Marks • Media - Darrin Still 	1 1	TBD TBD	Action: Natasha Browner