11173/12268/12269 SMMUSD HQ

Pacific Office Interiors
Monique Farley

Project Start: Wed, 1/18/2023

Display Week: 2

VENDOR	PO#	SHIP TO ADDRESS	LEAD TIMES	NOTES	ORDER DATE	END DATE
Phase Three: Main Headquarters						
Mass Communication Letter					1/18/23	1/20/23
Boxes & Moving Carts Delivered by MSI				Special Ed Department and Student Services Department need packing assistance from MSI.	1/23/23	1/23/23
POI - Outfit offsite storage unit				If needed. Maybe able to reuse existing offsite storage units.	2/1/23	2/3/23
IRN - Determine items for donation				Onsite to view what potential products we can use for donation 01/12/23	1/23/23	2/3/23
Tag Existing Product Moving into New Headquarters					2/6/23	2/10/23
SMMUSD remote work				**Staff report to new headquarters 02/21/2023**	2/13/23	2/17/23
POI - Move existing product into new headquarters					2/13/23	2/17/23
MSI - Move banker boxes				Move banker boxes from offsite storage into new headquarters. Move personal contents from existing headquarters into new headquarters. Move remaining boxes to offsite storage or Barnum Hall. Confidential files will be moved last remaining locked.	2/13/23	2/17/23
IRN - Pickup Items for Donation				Onsite to view what potential products we can use for donation 01/12/23	2/20/23	2/24/23
Insert new rows ABOVE this one						