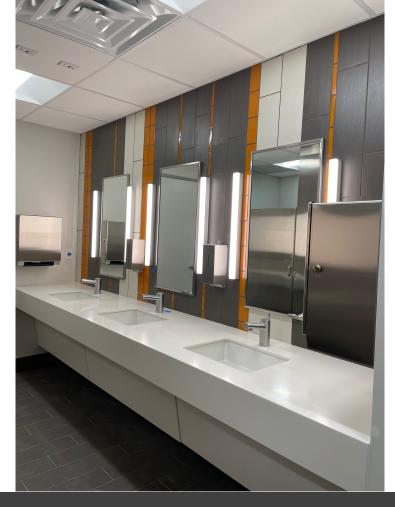
WE'RE MOVING!







THE UNIVERSITY OF TENNESSEE SYSTEM





THE UNIVERSITY OF TENNESSEE SYSTEM

Tentative Move-In Schedule

Floor 12 – Week of Jan. 10, 2022

Floor 11 – Week of Jan. 24

Floor 10 – Week of Feb. 28

Floor 9 – Week of March 7

Floor 8 – Week of March 28

Please Note: Move dates for floors 8-10 could still be modified as we monitor the process of suppliers and partners with material and labor shortages.

THE UNIVERSITY OF TENNESSEE SYSTEM

Online Resource

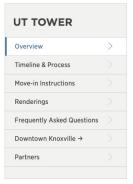
UT Tower Website

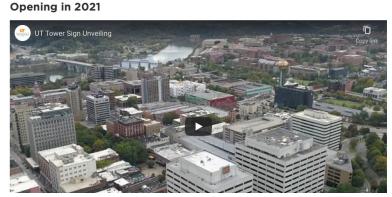
offices.tennessee.edu

What's Included:

- Packing Instructions
- Move-In Instructions
- Floor Captains
- Parking
- Keys
- Telephone and Data Ports
- FAQs
- And More!

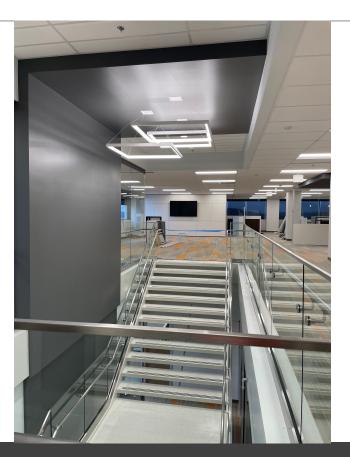






What's Waiting for You at UT Tower?

- New workstations
- Chairs
- Conference Tables
- Filing Cabinets
- Storage Closets
- Projectors
- Dry Erase Boards
- Energy-Efficient Lighting
- Refrigerators
- Microwaves
- Keurig Coffee Makers with Plumbed-In Filtered Water
- Filtered Water Stations
- So much more!



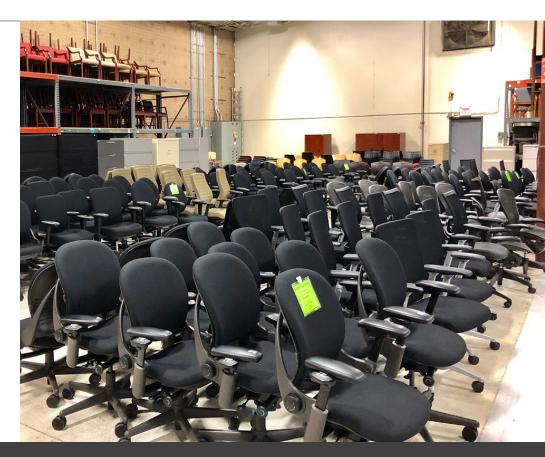
Before You Move: Packing

- Recycle and digitize!
- UTK Facilities Services will be moving us
- Packing supplies are being delivered and include:
 - 10 cardboard boxes per person measuring 12"
 x 12" x 18"
 - Bubble wrap, packing tape, box labels
- Copiers are being moved by the companies they are leased from
 - Direct questions to Tammie Cole
- Cancel Water and Coffee Services for your existing space
- Once supplies are delivered, start packing!



Surplus

- Do not surplus UT-owned furniture
- Do surplus unused IT equipment
- Do not move unused or outdated equipment to UT Tower
- Contact Tonya Sartin at <u>tsartin1@utk.edu</u> so that she can take this equipment off of the inventory list



How Much Storage Will Workstations Have?

STORAGE NOTES:

- A 24"W, 2 SHELF BOOKCASE
- B 24"W, TWO-DRAWER LATERAL FILE, LOCKABLE
- C 15"W, STORAGE TOWER, LOCKABLE, INCLUDES:
 - (2) 6"H BOX DRAWERS
 - (1) 12"H FILE DRAWER
 - SIDE-TURN BOOKCASE WITH SHELF
- D MOBILE PED WITH (1) 6"H BOX DRAWER AND (1) 12"H FILE DRAWER
- E UNDERSURFACE MOUNTED PENCIL DRAWER

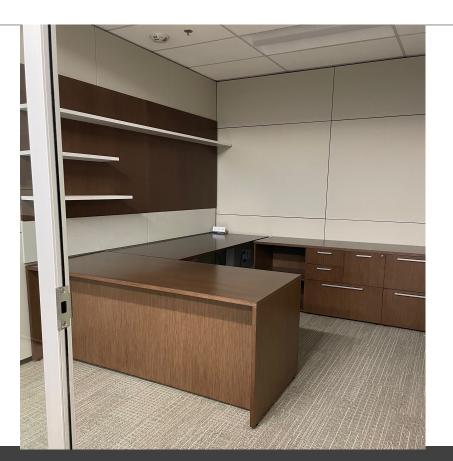




How Much Storage Will Private Offices Have?

STORAGE NOTES:

- A 24"W, 2 SHELF BOOKCASE
- B 30"W, MULTIFILE, LOCKABLE, INCLUDES:
 - (2) 6"H BOX DRAWERS
 - (1) 12"H FILE DRAWER
 - (1) 15"H, 30"W FILE DRAWER
- C 24"W, LATERAL FILE, LOCKABLE



Place Your Orders Online:

brand.tennessee.edu/resources/stationery/

Postal Address (For Mail and Packages)
University of Tennessee
[Your Name]
505 Summer Place – UT Tower (Your workstation #)
Knoxville, TN 37902

Physical Address (For Visitors and Flower/Food Deliveries)
University of Tennessee
[Your Name]
400 W Summit Hill Dr. – UT Tower (Your workstation #)
Knoxville, TN 37902



NAME HERE

Title here

DIVISION, DEPARTMENT AND/OR OFFICE NAME

865-974-0000 office 865-974-0000 alternative emailaddress@tennessee.edu Address 1 Address 2 Knoxville, TN 37902 tennessee.edu



During Your Move Week

UT Tower

- Do not arrive at UT Tower until you're instructed to do so
- Plan to work from home Monday-Thursday of scheduled move weeks
- The move-in process will go more smoothly if the UT Knoxville Rapid Response Team is able to move an entire floor before employees arrive
- By Friday of your move week, your new badge will be activated and will allow you to enter the building
- Wear your UT Tower badge at all times while inside the building

Parking

- You'll receive a new parking card before your scheduled move-in date, or on your first day in the UT Tower
- Parking is provided in Summer Place Parking
- There is a fully accessible route when parking in the ADA spaces on the 3rd floor
- 50 UT Knoxville hang tags will be available for UT Tower employees to check out as needed
- Return UTK parking hangtags and orange dots to Tammie Cole when you turn in your keys

UT Tower Tenant Handbook

- The handbook will be on @Kate and HR will receive an acknowledgement of your review
- Every employee will need to do so prior to moving to UT Tower
- Instructions will be shared soon!

