WE’RE MOVING!

THE UNIVERSITY OF TENNESSEE SYSTEM
<table>
<thead>
<tr>
<th>Floor</th>
<th>Move Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor 12</td>
<td>Week of Jan. 10, 2022</td>
</tr>
<tr>
<td>Floor 11</td>
<td>Week of Jan. 24</td>
</tr>
<tr>
<td>Floor 10</td>
<td>Week of Feb. 28</td>
</tr>
<tr>
<td>Floor 9</td>
<td>Week of March 7</td>
</tr>
<tr>
<td>Floor 8</td>
<td>Week of March 28</td>
</tr>
</tbody>
</table>

*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.*
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- **Do not** move unused or outdated equipment to UT Tower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 tsartin1@utk.edu 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
New Address, Business Cards & Letterhead

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
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
• 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!