

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT**

California State Office
2135 Butano Drive
Sacramento, California 95825-0451

March 31, 1999

In reply refer to:

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CA-940

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Information Bulletin **No. CA-99-38**

To: All California State Office Employees

From: State Director

Subject: Guidelines for Moving to the Cottage Way Facility

Time is flying by and our move to the Cottage Way facility is just around the corner. We are scheduled to start moving at 1:00 PM May 6, 1999, Supervisors should plan to have all their employees out of the Butano building by this time. Only those employees working on the move or designated to help pack telephones and computers should be in the building after this date. We will open for business on Monday May 24, 1999. To help support the move the following **IMPORTANT** dates and guidelines are provided.

Keep on Working

Our daily work is important, therefore, the goal is to orchestrate the move in such a way as to cause minimal disruption to you and your work. Be sure to keep the public informed about our move and the dates we will be closed. This information should also be included your in your voice mail message. You can keep your voice mail current by using the 978-4422 remote access number.

Spring Cleaning

April 6 & 7, 1999 have been designated as clean-up days for employee work areas. Stack-up all those unneeded files, books, manuals and paperwork outside your work area and the warehouse crew will pick them up. If you are not sure about old records and retention schedules please contact Louise Tichy at 978-4301.

Packing Days

For employees who might need to pack early because of annual leave or travel, boxes will be available on April 5, 1999. For the remainder of the State Office boxes will be available in the break room and first floor lobby on April 12 & 19, 1999. This should allow employees plenty of time to pack their work area, however everything must be packed prior to 1:00 PM May 6, 1999. The movers are not responsible for moving any personal items, all personal items should be taken

home prior to May 6, 1999. If personal items are placed in a box and moved by the movers, neither the movers or the Bureau of Land Management will be responsible for any damages. Your move coordinator will have your labels and assigned move number prior to this date. Boxes are accountable items and must be returned to the mover within 10 days of our return to Cottage Way or we will be charged for them.

Break Room

The Break Room will close down at 4:00 PM on May 4, 1999. This will allow time to defrost refrigerators before they are moved to the warehouse. Anything left in the refrigerators that evening will be discarded.

Vending Machines

All vending machines will be removed from the Butano building on May 3 & 4, 1999.

Mail Room

The mail room will move to the warehouse (for limited operations) on May 5, 1999.

Public Room

The Public Room will remain open for internal business (e.g., answering telephones, processing mail and collections) on May 6 & 7, 1999 at the Butano building. On May 11, 1999, the Public Room will be open for internal business at the Cottage Way Facility and open to the public on May 24, 1999.

Telephones and Computers

IRM will shut down the network and disconnect all computers and telephones at 1:00 PM on May 6, 1999. This extra time is needed to have the State Director's Office operational on Monday May 10, 1999.

Each Division DSD will identify (3) three employees to assist the IRM staff in prepping and packing computers and telephones for their division. The identified employees will be selected from volunteers. If no employee(s) volunteer, these employees will be selected from those with requisite skills or the least senior employees assigned. Employees **should not** pack their computers or telephones. Names should be provided to Russ Miles by April 15, 1999.

Excess Furniture and Property

Dona Maxcy will dispose of all furniture that we are not taking to Cottage Way. First priority for any excess furniture or property will be to the field offices, second to other agencies. Disposal of the remainder of the property and furniture will be based on management's determination of the most efficient use.

Daily Information

As we did in our move to the Butano building, we have a telephone number for employees to call for updates or changes to the move schedule. Employees should plan to call and check this message daily as it will be updated daily at 8:00 AM to keep everyone informed about the move, the telephone number is **978-5669**.

Safety

Consistent with the federal government's commitment to provide for a safe and healthful work environment for its employees, **our goal is to complete this move without a single accident.** To minimize the potential of injury or accident to our employees, we will show a film and hold a general discussion on packing, lifting and employee safety at the April 1, 1999 All Employees Meeting. To avoid lifting injuries, materials handling equipment will be provided during the move.

Any employee who feels they are physically unable to pack their boxes should contact their move coordinator or Russ Miles for assistance.

Authorized Employees Only

Only those authorized employees should be in either facility during the move. This is for everyone's safety. We need to stay out of the way of the movers and let them work. Russ Miles will contact the Union and ask them to come in if there is any change to the move plan or schedule.

I'm sure all employees are going to experience some degree of anxiety and frustration as we go through this move, **Patience** and **Team Work** will be key elements for a successful move. If you have questions, concerns or suggestions, give Russ Miles 978-4531 or anyone else on the move committee a call.

Signed
Al Wright
Acting State Director

Authenticated
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Records Management