

Office Remake Timeline

Phase 1: Office Workspaces (Complete by May 1, 2015)

1. Measure office for new workspaces
2. Make design specs for workspaces: (1) Tammy's desk, (2) David's Desk, (3) Printer counter (fourth workspace on hold until loft is complete)
3. Find person to make the workspaces
4. Look for deals on counter tops and other workspace materials
5. Raise funds for workspaces
6. Purchase or get donations of the following: (1) four 2-drawer file cabinets, (2) one comfortable office chair, (3) one efficient space heater, (4) task lighting for four workspaces, and (5) one valuables safe
7. Remove old office furniture
8. Install new office furniture
9. Install wireless router on shelf off of workspace

Phase 2: Loft and Stairs (Complete by August 15, 2015)

1. Get architect to design the loft and stairs
2. Solicit donations of materials
3. Raise money to buy materials
4. Solicit carpenter, electrician and construction workers
5. Wire for the following: (1) light fixtures (under loft and in light booth), (2) switches for lights, (3) electrical outlets in loft and light booth, and (4) ceiling fan
6. Add electrical outlets to office
7. Install ceiling fan
8. Demolish south wall in loft and old heating duct facade
9. Build loft, half walls in loft and stairs
10. Build storage under stairs and above fourth workspace
11. Build wall and door to enclose light booth and finish ceiling in light booth

Phase 3: Office and Loft Finish (Complete by September 1, 2015)

1. Remove all office furniture
2. Demolish old office floor and install new level floor
3. Install carpet in office
4. Install energy efficient window covering on office windows
5. Paint office and loft spaces
6. Design, build and install fourth workspace for office
7. Install storage shelving in loft
8. Install new office furniture

Phase 4: Organize Office (Ongoing, Judy Sears and Tammy Scott)

1. Create efficient office systems
2. Label and fill storage areas
3. Maintain office systems