

DSP integration of Staff into SAWS Facilities Revision 1

Phase (Proposed)	Dept	CURRENT Location	NEW Location	# of office Employees relocating	Items to be moved (in addition required boxes)	Notes
Phase HQ1A Cherry St move	PTOPS	HQ - Twr 1 -5th floor	Cherry St. 1st floor - mgr. 2nd floor- staff	1 Manager CUBE 9 FIELD STAFF	2 Lateral files 8 Storage cabinet 1 printer	Move can take place during work week
Phase HQ1B Twr1-5th floor	PTOPS	Internal shift HQ - Twr 1 -5th floor	Internal shift HQ - Twr 1 -5th floor	1 Manager CUBE 9 FIELD STAFF	Move 1 office furn setup from MALONE into office 548 Boxes from office 568 & boxes+computer from 535 both move into 548 Swap furniture from offices 546 into 547 and from 547 into 546	Move can take place during work week
Phase F1	LIFTS	MRSC	Eastside Trailer Camp into 1 double wide	2 Manager OFFICES 1 Admin CUBE 26 FIELD STAFF	2 offices/ Desk Setups from MALONE Refrigerator Microwave Printer Copier 8 lateral files 15 chairs Flat screen TV	Move can take place during work week Move date may shift pending completion of trailer camp

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Phase F1	MTR TECHS DSP MTR TECHS	MRQC MALONE	Eastside Trailer Camp into 1 double wide and 1 single wide	2 Manager OFFICES 4 CUBES 13 FIELD STAFF 4 FIELD STAFF	2 offices/ Desk Setups from MALONE no chairs Printer Copier 6 lateral files	Move can take place during work week Move date may shift pending completion of trailer camp
Phase F2	Investigators CSAs Managers FSRs Mtr Rdr/Supers	Internal shift MRQC-Customer Service	Internal shift MRQC- Customer Service	8 Investigators CUBES 3 csa CUBES 2 Manager OFFICES 14 FSR CUBES 2 Mtr rdr - OFFICES	15 lateral files	Move can NOT take place during work week
Phase F2	Investigators CSAs FSRs Mtr Rdr/Supers	MALONE	MRQC-Customer Service	2 Investigators CUBES 2 CSA CUBES 10 FSR CUBES 3 Meter rdr - OFFICES	12-Lateral/Vertical files	Move can NOT take place during work week
Phase F3	DSP Mechanics DSP Electricians	MALONE CARLISLE	Mission Road SC Building	2 Manager OFFICES 15 FIELD STAFF 4 FIELD STAFF	5 lateral files 5 lateral files	Move can take place during work week

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Phase HQ 2A	Records Mgmt & Claims	SAWS HQ Tower 2- flr 3	SAWS HQ Tower 2- flr 4	3 Manager OFFICES 10 CUBES	Desk setup for office 453&455 from MALONE 15 file cabinets from room 333 to 463 & 462 Relocate 8 lateral files from 3rd to 4th fl for cubes 2 Printer 1-Shredder	Move can NOT take place during work week
Phase HQ 2B	Eng/Wtr Resources team	SAWS HQ Tower 1- flr 3	SAWS HQ Tower 2- flr 3	2 Manager OFFICES 5 CUBES	6 file cabinets	Move can NOT take place during work week
Phase HQ 2C	Engineering PRT team	SAWS HQ Tower 1- flr 4	SAWS HQ Tower 2- flr 3	4 Manager OFFICES 26 CUBES	Desk setup from 453[4th] moves to 333[3rd] Desk setup for office 333-b from Malone 45 lateral files/6 flat files 3 Printers 1 plotter/ 6 bookcases /1 table Note: computer setups have 2 monitors for this group	Move can NOT take place during work week

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Phase HQ3	IT/IS	MALONE	SAWS HQ Tower 2- flr 3	1 Manager OFFICE 4 CUBES	8 lateral files 2 Printers	Move can NOT take place during work week
Phase HQ4A	CUST SVCS	Internal moves Tower 2- flr 3 MALONE SAWS HQ	Internal moves Tower 2- flr 3 SAWS HQ Tower 2- flr 4	3 CUBES 3 MANAGER Office 33 CUBES	Note: Office move includes 1 office 327 furn setup from MALONE 15 lateral/vertical files 2 Printers	
Phase HQ4B	CUST SVCS	SAWS HQ Internal moves Tower 2- flr 4	SAWS HQ Internal moves Tower 2- flr 4	3 Manager OFFICES 25 CUBES	20 Lateral files 2 Printers 1 Copier	Move can NOT take place during work week
Phase HQ5 August 1,2012	DSP FIN	Malone	HQ - Twr 1 -5th floor	1 Manager OFFICE 9 Finance CUBES	10 lateral files	Move can take place during work week
	FIN	Internal shift HQ - Twr 1 -5th floor	Internal shift HQ - Twr 1 -5th floor	3 OFFICES	4 Vertical files	
	IT	Malone	Twr 1- 3rd Fl	4 CUBES	6 lateral files	
	HR	Malone	HQ - Twr 2 -1st floor	3 CUBES	20 vertical files	