

Welcome to the Governor's Office
Woolfolk State Office Building
15th Floor

- 1) Please break down all boxes completely.
The boxes will be reused for the next phase of the move.
Place all movers boxes in the room at the end of the cubicles (right wall).
Place all old/archives boxes in the room at the end of the cubicles (left wall).
- 2) Offices with windows by the doors – the blinds are on order and will arrive in approximately two weeks.
- 3) Locks for the filing cabinets will be installed after we complete our move.
- 4) Please do not put anything on the walls yet. One final walk through must take place first.
- 5) If you are missing keys for your overhead bins (offices only), please write down the number on the lock and give it to Erich.
- 6) If there is anything that you find missing, please write it down and give it to Erich.
- 7) If there is anything wrong with your computer or phone, please write it down and give it to Erich.
- 8) Keys for the office and cubicles will be distributed later.

Welcome to your new office.