

Dear Colleagues:

The walls are up, the carpet is down, and UC ANR is ready to move! Before the move, if you have questions, please contact your unit leader, your moving day coordinator, or anyone from the Communications Committee. During the move, there will be a Help Desk waiting for you at the new building and IT staff ready to assist with your computers.

ANR New Building Culture and Communications Committee
[Jan Corlett](#), Chief of Staff to the Vice President

Moving Week Schedule

Employees are being asked to telecommute or take a vacation day on the day that their office is moving. When you arrive at the new building on the following day, please be careful to stay out of the way of the movers.

Location	Move Date	Moving Day Coordinators
1850 Research Park Drive	Mon. Nov. 4	Sherrell Cline-Richmond, Robin Walton
Robbins Hall Annex	Mon. Nov. 4	Christina Adamson, Joyce Strand
Ag Field Station	Tues. Nov. 5	Mark Barros, Sherry Cooper
TB 140	Tues. Nov. 5	Mark Barros, Sherry Cooper
DANR Hopkins Road	Wed. Nov. 6	Shaunna Ludwig, Andrea Henderson, Tammie Erhard, Amy McGuire, Andrea Davis, Pam Tise
IPM Bee Biology	Thurs., Nov. 7	Christina Adamson, Joyce Strand

The [Moving Guidelines document](#) has more detailed information on the move schedule.

Second Street Swap Meet

You have made the exciting move to the new ANR Building on Second Street and now realize that you don't need the two file dividers that you brought from the old building. What do you do now? Join your colleagues at the Second Street Building Swap Meet, Tuesday, November 5th through 12:00pm, Friday, November 15th.

If you find you have items that you don't need after you settle into your new office or work space, please bring them to the Bay Room and place them on the Swap Meet Table. If you need office equipment or supplies, please check the Second Street Building Swap Meet before making a purchase.

Items are free. Items left in the Swap Meet Room after noon on November 15th will be made available for repurposing to other non-Davis based ANR Units, sent to Bargain Barn, or discarded appropriately.

Reservations System for Meeting Rooms and More

CSIT's Information Technology Group has set up the reservations system that we'll be using to reserve meeting rooms, fleet vehicles, and shared bicycles in the new building. It is an easy-to-use Microsoft Exchange-based reservations system. Instructions for accessing and using the system can be found on the [New Building website](#).



Ribbon Cutting and Open House

Don't forget to sign up for the Ribbon Cutting and Open House on Friday, November 1. We will be celebrating the transformation of an indoor hockey rink into a LEED certified home for UC ANR in Davis. Please RSVP using the [Open House Registration](#) form.

Temporary Overflow Parking

Overflow parking will be available in certain parking lots near our new building for a short period of time following our move. This will enable people to drive to work and be sure to find parking for the first few weeks while we get settled and work out our carpooling arrangements. More information will be available soon.

Important Dates

- [November 1](#)
Ribbon Cutting and Open House
- [November 4-8](#)
Move and begin work in new building
- [November 11](#)
Veterans Day Holiday
- [November 12-22](#)
Orientation sessions offered
- [December 4](#)
Holiday Luncheon