

Metropolitan Library System
Downtown Library Install Schedule

Area	Planned Activity	Start	End	# Business Days	Comments
4th Floor	Mobilize, Get Setup, Set Dumpster Complete Friends Room (3rd Floor), Conference Room & Training Room (4th Floor) to help get ahead and prepare areas for storage of carts/boxes	03/13/14	03/14/14	2	Friends room after 1pm on Thursday/Friday, To be complete by Saturday am without fail, plus any other areas we can get without impacting customer
4th Floor	Complete Theatre, Meeting Rooms, Corridors	03/17/14	03/19/14	3	
4th Floor	Complete College Cubical Areas	03/20/14	03/21/14	2	Work into weekend if necessary. College area back Monday 3/24/14 (am) for work
3rd Floor	Lift all 3rd floor cubicals/set on blocks, Install Admin Conf Room	03/24/14	03/24/14	1	Lift all cubicles to prepare for install
3rd Floor	Complete Administrative/Mgmt Area (Horshoe)	03/25/14	03/26/14	2	2 days for Admin Area, Back to Work on Thursday 3.27.14
3rd Floor	Complete IT/HR Areas	03/27/14	03/28/14	2	Plan to have everyone back working for Monday 3/31/14 (am)
3rd Floor	Complete Marketing, Business Office, Selections Areas	03/29/14	03/30/14	2	Plan to have everyone back working for Monday 3/31/14 (am)
2nd Floor	Begin in West Library Area (focus on library, leave back offices for last)	03/31/14	04/08/14	7	
2nd Floor	2nd Floor Outreach and Back Office Areas	04/10/14	04/11/14	3	Plan to have everyone back working for Monday 4/14/14 (am)
1st Floor	Work West Library Area (non childrens) - Public Areas	04/14/14	04/17/14	4	
1st Floor	Work Children's Area	04/18/14	04/22/14	3	
1st Floor	Work 1st Floor back office areas (and DVS)	04/23/14	04/25/14	3	

* Note: No Weekend Days Included, but we will work if needed!!