

Renovations and Improvements to 55 Farmington Avenue
MOVE SCHEDULE

PHASE	BOXES			SCHEDULE / PC EQUIPMENT BINS						LOCATIONS				FREESTANDING FURNITURE AND EQUIPMENT										
	People Boxes	File Boxes	Total Boxes	Substantial Completion Construction	PCs QTYs			People Move Out (12:00 Friday)	People Move In (9:00 AM Monday)	GROUPS	From	To	PPL +/-	LG CONF TABLE	Training Tables	CONF CHAIRS	Private Office Suites	REF	FLR STD COPY	DT PRINT /FAX	LCKRS/FLCAB/ BKS	A/V CARTR CK	MISC	
					BO-NEW	PC/MON	2ND MON																	
PHASE A	534	484	1018	4/30/2014		191	48	5/16/2014	5/19/2014	BEST	2&4-165;3,5,6,&7-101	6-55	178	1		6	2	4	2			23		
	216	397	613	4/30/2014		42	37	5/16/2014	5/19/2014	BEST	2&4-165;3,5,6,&7-101	7-55	72		1	6		4	1					
	24	60	84	4/30/2014		8		5/16/2014	5/19/2014	DSS - CONTRACT ADMINISTRATION		9-25	2-55	8					1	4				
	39	27	66	4/30/2014		13		5/16/2014	5/19/2014	DSS-FACILITIES		9-25	2-55	13					1					
	75	40	115	4/30/2014		25		5/16/2014	5/19/2014	OSD		5-25	2-55	25					1					
	48	55	103	4/30/2014		16		5/16/2014	5/19/2014	AUDITORS		7-25	2-55	16					1					
	342	524	866	3/12/2014		91	78	5/16/2014	5/19/2014	CORE	2&4-101	8-55	114					4	1					
	sub-total	2865			324	163						426	1	1	12	2	0	16	8	0	23	*A		
PHASE B	162	164	326	5/15/2014	40	14	14	5/30/2014	6/2/2014	DSS-DORS	1-184,10&11-25	12-55	54					2	1	2				
	145	242	387	5/15/2014	65			5/30/2014	6/2/2014	DSS-FISCAL		10-25	12-55	65					4	1				
	69	140	209	5/15/2014	23			5/30/2014	6/2/2014	DSS-AGING	10&11-25	12-55	23					3	1					
	402	551	953	5/12/2014	134			5/30/2014	6/2/2014	DSS-HEALTH		11-25	9-55	134				2						
	192	589	781	5/5/2014	64			5/30/2014	6/2/2014	DSS-LEGAL		12-25	11-55	64				1	3	2	6			
	141	329	470	5/5/2014		47	27	5/30/2014	6/2/2014	CJIS	4-101	11-55	47				1	2	1	19				
	sub-total	2656			61	41						387	0	0	0	4	0	23	6	27	0	*B		
PHASE C	282	366	648	3/12/2014	94			6/27/2014	6/30/2014	DSS - IT (Must move with mail)		9-25	3-55	94				1	5	2				
	45	0	45	3/12/2014	15			6/27/2014	6/30/2014	DSS-ELIGIBILITY/ESCALATION		7-25	3-55	15										
	39	0	39	4/30/2014		13		6/27/2014	6/30/2014	MAIL		8-25	2-55	13					1					
	30	0	30	3/12/2014	10			6/27/2014	6/30/2014	DSS-QUAL. ASSUR./CENTRAL PROC.		7-25	3-55	10										
	24	0	24	3/12/2014	8			6/27/2014	6/30/2014	DSS-QUALITY ASSURANCE/21 CT		7-25	3-55	8										
	27	140	167	6/12/2014	9			6/27/2014	6/30/2014	DSS-AFFIRM ACTION		12-25	5-55	9										
	33	153	186	6/12/2014	11			6/27/2014	6/30/2014	DSS-COMMISSIONER		12-25	5-55	11					3	6				
	78	307	385	6/12/2014	26			6/27/2014	6/30/2014	DSS-HR		12-25	5-55	26					2	5				
	36	78	114	6/12/2014	12			6/27/2014	6/30/2014	DSS-PUBLIC AFFAIRS		12-25	5-55	12						1				
39	121	160	6/12/2014	13			6/27/2014	6/30/2014	DSS-STRATEGIC PLANNING	12-25;2,3,&5-101	5-55	13	5	3	58		2							
	sub-total	1798			13	0						211	5	3	58	1	0	13	14	0	0	*C		
PHASE D	-	-	-	5/21/2014	-			7/11/2014	7/14/2014	BEST-EOC		10-55	-					2	1					
	120	9	129	5/21/2014	40			7/11/2014	7/14/2014	DSS-CHILD SUPPORT	10-25, 4-101	10-55	40	6		36	1	2						
	48	77	125	5/21/2014	16			7/11/2014	7/14/2014	DSS-COMMUNITY SERVICES		10-25	10-55	16					2					
	51	3	54	5/21/2014	17			7/11/2014	7/14/2014	DSS-ECONOMIC SECURITY		10-25	10-55	17						1				
	78	7	85	5/21/2014	26			7/11/2014	7/14/2014	DSS-ELIGIBILITY		10-25	10-55	26						1				
	369	324	693	6/23/2014	123			7/11/2014	7/14/2014	DSS-QUALITY ASSURANCE	1-101,7&8-25,	4-55	123			18	34	6						
	30	3	33	5/21/2014	9			7/11/2014	7/14/2014	DSS-SNAP		10-25	10-55	9					1	1				
	42	7	49	5/21/2014	14			7/11/2014	7/14/2014	DSS-SOCIAL WORK		10-25	10-55	14				1		1				
	-	-	0	5/21/2014	-			7/11/2014	7/14/2014	DSS-Emergency Command Center		10-25	10-55	-										
	sub-total	1168			0	0			SHARED SUPPORT	4-101,1-525	1-55	0	6	43	170	2	4	15	3	0	0	*D		
Total		8487			398	204						1269	12	47	240	9	4	67	31	27	23			

Renovations and Improvements to 55 Farmington Avenue
MOVE SCHEDULE

LEGEND -

- #-101 = FROM LOCATION IS 101 EAST RIVER DRIVE, EAST HARTFORD. # DESIGNATES THE FLOOR FROM WHICH ITEMS ARE TO BE MOVED. THIS IS A MAIN SITE.
- #-25 = FROM LOCATION IS 25 SIGUOURNEY, HARTFORD. # DESIGNATES THE FLOOR FROM WHICH ITEMS ARE TO BE MOVED. THIS IS A MAIN SITE.
- #-525 = FROM LOCATION IS 525 RUSSELL, NEWINGTON. # DESIGNATES THE FLOOR FROM WHICH ITEMS ARE TO BE MOVED. THIS IS A SMALL/SUPPLEMENTAL SITE.
- #-165 = FROM LOCATION IS 165 CAPITAL AVE., HARTFORD. # DESIGNATES THE FLOOR FROM WHICH ITEMS ARE TO BE MOVED. THIS IS A SMALL SUPPLEMENTAL SITE.
- #-184 = FROM LOCATION IS 184 WINDSOR AVE., WINDSOR. # DESIGNATES THE FLOOR FROM WHICH ITEMS ARE TO BE MOVED. THIS IS A SMALL SUPPLEMENTAL SITE.
- FLR STD COPY = FLOOR STANDING COPIER. PREPPED BY OWNER. MOVED BY CONTRACTOR.
- DT PRT FAX = DESK TOP PRINTER OR FAX. PREPPED BY OWNER MOVED BY CONTRACTOR.
- LG CONF = LARGE CONFERENCE TABLES. MUST BE DISASSEMBLED, MOVED, AND RE-ASSEMBLED. CONTRACTOR TO INSTALL NEW HEIGHT ADJUSTABLE GLIDES TO ACCOMMODATE OVER FLOOR RACEWAY.
- LCKR/FL CAB = TALL LOCKER OR FILE CABINET. 84" HIGH +/-
- REF = RESIDENTIAL STYLE, FULL SIZE REFRIDGERATOR.
- A/V CART, RCK MTS, TVs = SM ROLLING AUDIO VISUAL CARTS AND OTHER MID-SIZED EQUIPMENT INCLUDING RACK MOUNT SERVERS, SWITCHES AND ROUTERS.PREPPED AND MOVED BY CONTRACTOR.
- SERVERS = FLOOR STANDING SERVER CABINET. PREPPED BY OWNER. MOVED BY CONTRACTOR.
- MISC = MISCELLANEOUS ITEMS DEFINED ELSEWHERE AS NOTED.
- PC/MON = ONE STATION PC, MONITOR AND PERIFERALS. PROVIDE ONE BAG/BIN.
- 2ND MON = SECOND MONITOR AND/OR LAPTOP. PROVIDE ONE BAG/BIN.
- BO = BY OWNER

OVERVIEW OF SCOPE BY SITE - (NUMBERS PROVIDED ARE A VERY CLOSE APPROXIMATION. ALLOW FOR 2% ERROR IN QUANTITIES TO BE USED AT THE DISCRETION OF THE OWNER.)

MAIN SITES

- MOVE ITEMS AS SCHEDULED FROM - 25 SIGOURNEY, HARTFORD to 55 FARMINGTON, HARTFORD
- Contact: Dorothy.dilernia@ct.gov (860-424-5056))
- MOVE ITEMS AS SCHEDULED FROM - 101 EAST RIVER DRIVE, EAST HARTFORD to 55 FARMINGTON, HARTFORD
- Contact: Diane Dalo - Diane.Dalo@ct.gov (860-622-2467))

SUPPLEMENTAL SITES

- MOVE ITEMS AS SCHEDULED FROM - 525 RUSSELL, NEWINGTON to 55 FARMINGTON, HARTFORD (28 TRAINING TABLES - 7 TABLES PER PHASE)
- Contact: Marilyn Bantz, DAS Property Management Liaison (860) 713-5899, and Kyle Meccariello, Property Manager (860) 595-3781
- MOVE ITEMS AS SCHEDULED FROM - 165 CAPITAL AVE. HARTFORD to 55 FARMINGTON, HARTFORD (PHASE A - MOVE BOXES (X70) and BAG/BINS (x35-for pcs))
- Contact: Don Poulin, Director of Facilities (860) 713-5738
- MOVE ITEMS AS SCHEDULED FROM - 184 WINDSOR AVE., WINDSOR to 55 FARMINGTON, HARTFORD (PHASE B - MOVE BOXES (X20) and BAG/BINS (X5-for pcs))
- Contact: Bill Falletti - William.Falletti@ct.gov (860-713-5603)

ADDITIONAL REQUIREMENTS-

- PCs MUST MOVE FIRST AND ALL PCs MUST BE COMPLETELY MOVED ON FRIDAY. CONTRACTOR TO GIVE WAY FOR OWNERs SUBSEQUENT SET-UP OF PCs.
- MOVE 1-SM TRASH BIN AND 1-SM RECYCLING BIN FOR EACH EMPLOYEE FROM 101 EAST RIVER DRIVE, EAST HARTFORD, CT (411+411=822)
- MOVE 20 ERGONOMIC TASK CHAIRS FROM 101 EAST RIVER DRIVE TO 55 FARMINGTON. PHASING AS REQUIRED.
- MOVE 20 ERGONOMIC TASK CHAIRS FROM 25 SIGOURNEY TO 55 FARMINGTON. PHASING AS REQUIRED.
- MOVE CHAIRS AT 55 FARMINGTON AS REQUIRED TO LOCATION 04052 TO MAKE ROOM FOR THOSE COMING FROM MAIN SITES (X40). PHASING AS REQUIRED.
- MOVE MAIL AND PRINT PRODUCTION EQUIPMENT FROM 25 SIGOURNEY, HARTFORD TO 55 FARMINGTON, HARTFORD AS SHOWN IN LOCATIONS 02092, 02091, 02090, 02073, 02072 OF SHEET I2.1. WORKSTATIONS BY OTHERS. (PHASE C)
WORKSTATIONS NOTED AS "VACANT" MAY OR MAY NOT HAVE AN OCCUPANT IDENTIFIED AT THE TIME OF THE MOVE. SCHEDULE INCLUDES BOXES FOR THESE STATIONS.

MISC MOVE ITEMS -

- *A MD TRASH BINS (X8), SHREDDERS (X8), DATA RACK CABINETS (X3), SMARTBOARD (X2), PROJECTORS (X8), BOXES LAPTOPS AND DOCKING STATIONS (X14), ANTIQUE SWITCHBOARD (X2), TRAINING/PRINTER TABLES (X7)
- *B MD TRASH BINS (X6), SHREDDERS (X6),MICROWAVE (X1), MINIFRIDGE (X1),TRAINING/PRINTER TABLES (X7)
- *C MD TRASH BINS (X4), SHREDDERS (X4), TRAINING/PRINTER TABLES (X7)
- *D MD TRASH BINS (X4), SHREDDERS (X4), TRAINING/PRINTER TABLES (X7)

ONSITE FURNITURE RELO- (SEE ALSO SHEET M-F1)

08064B - Table to 04052	12035 TO 12059 (CONFERENCE TABLE AND CHAIRS)	
08084 to 08064A	12059 TO 12035 (CONFERENCE TABLE AND CHAIRS)	
08064A to 08064B	10083 TO 04052	
09004 to 04052	10078 TO 04052	
09011 to 04052		