

Facility Task List

Priority	Task	Notes
1	Exhibit space painted	Holes need filling as well
1	Lock on office door	When staff leave and no one else is in the staff room, the door needs to be locked. The door into the new staff room locks the opposite to what needs to happen.
1	Cover over alarm box	Anyone now has access to the alarms.
1	Wiring for staff and classroom (phones and data)	Staff wiring probably has greater priority than classroom.
2	Key box moved to new staff room	Must be done before computer classroom is back up.
2	Stair repaired (duct tape)	
2	White board, screen, projector	For computer classroom
2	Secure two parking lot doors	Must be done before new door can be used.
2	Book drop moved	Figure moving it early will help people to get used to going to new "front" of the building
2	Letter boards installed	Given by student senate—goes on outside of new door for library hours
3	Cork boards moved from old staff room to new staff room	
3	Circ cork board mounted	
3	Clocks for Circ and staff areas	Need 2 new ones. One in old staff room and in Neal's office need to stay
3	Mirror	A mirror is need for circ staff to view the bigger room
3	Old circ desk separated.	Center section only goes upstairs (legs)
3	Cover off thermostat in new staff room.	Covers on thermostats in old staff rooms may be needed.