



CONSTRUCTION & REMODELING

- **Moves:** If you and/or your team are involved in a **construction or remodeling project** (large or small), chances are some stuff is going to need to be moved out, in, or both. This has to be arranged and done on a timeline and in the correct order. Jefferson College is rarely only doing one project at a time so this effort has to be well coordinated.
- **Old stuff:** Give some thought to the old stuff. **Are you keeping it? If so where is it going to be stored?** It won't just disappear – we have to arrange for it to be moved. If you are not keeping it we have to make arrangements to move it out, store it, re-use it, or dispose of it in some fashion.
- **New stuff:** If you and/or your team are involved in a construction or remodeling project, chances are you are planning on getting some new stuff. This might be furniture, or equipment of some sort (lab, shop, IT/audio-visual, etc.). This requires a budget, a plan, and a timeline. Many items have long lead times and depending on cost will require Board of Trustees approval.