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Date: 9/15/2015 5:23:37 PM
Subject: While I'm out

I have ordered banker's boxes for WC (Staples) – **please get them to him when they come in – he needs them to unload file cabinets for next week's move**

There is a package to be returned to Staples – on wooden lateral file marked Staples Return – will be picked up

If anyone from bldg. services &/or phone techs have questions about next week's UPP move – Dayle DeLong is the contact point until my return.

I have left my binder with building information on my desk on top of my desk pad. This contains Wade Hampton Bldg. Facilities Contacts (lights out, bugs, A/C unit issues, etc.) & DTO Contacts (Bob's IT folks in the basement – pc/login issues) as well as vendor info.

I'll check my voice mail & email throughout the 2 days & take care of any TRUE EMERGENCIES that cannot wait until Friday.

Don't forget staff/Aid to Sub paychecks in the AM - & to distribute the checks for the staff (ready between 10:30 – 11:30) both days.

See you all Friday.