

Date: 08-Dec-25

Winter Projects: LRC Reconfig, Natomas, HB to Class, Davies, Lang & Comm

#	Activity Details	Specific Task	Location	Assigned To	Start	End	Weekdays	Days	Status	%Done	Notes
1	PROJECT - Davies Demo		Davies		8-Dec-25	22-Dec-25	11	+1	In Progress	80%	2 Storage Rooms still need to be emptied, furniture removed, e-waste, recycling
2	PROJECT - LRC Reconfiguration		LRC		8-Dec-25	16-Jan-26	30		In Progress		
3	PROJECT - Campus move into Natomas designated areas for Spring		Natomas		15-Dec-25	9-Jan-26	20		In Progress		
4	Need Key to Ranch House for storage for the reconfiguration projects over Winter Break and PV Refresh	FM Locksmith to provide access	Ranch House	FM	8-Dec-25	10-Dec-25	3		Complete	95%	Items need to be moved out to make room for Davies and PV, possibly HB materials
5	Move TVs from Main Campus to Natomas	Custodial to move TVs	Natomas	Operations	8-Dec-25	9-Dec-25	2		Complete	100%	
6	Move Line of Sight Desks from Davies 3rd floor to bottom floor to prepare for relocation into LRC 100 and 141	CIW to move desks to bottom floor	Davies	CIW	10-Dec-25	11-Dec-25	2		Complete	100%	
7	Walk Home Bases to assess moving components and restoration to classroom	Assess box, move essentials	Home Bases	Operations	10-Dec-25	10-Dec-25	1		Complete	100%	
8	Identify work space from LRC to Library for Sergiy	OPS and IT to find location	LRC to Library	Operations and IT	10-Dec-25	10-Dec-25	1		In Progress	50%	Has Library confirmed location?
9	Place desk to extend counter for PCS Division Office - Relocation to TEW	OPS	TEW	Operations	18-Dec-25	19-Dec-25	2				No longer required, per Matt Wright
10	Workstation rearrangement for UNITE	OPS MTs to rearrange workstations	UNITE in SC	Operations	18-Dec-25	19-Dec-25	2				
11	Boxes to PCS	Custodians to provide boxes	PCS	Operations	18-Dec-25	19-Dec-25	2				
12	Boxes to Natomas need another pallet and flat bed cart	MTs or Custodians to move boxes	Natomas	Operations	18-Dec-25	19-Dec-25	2				
13	Remove computers and other IT related from LRC 100 Open Area	IT AV Demo	LRC 100	IT	19-Dec-25	19-Dec-25	1				
14	Remove computers and other IT related from LRC 141 Writing Center	IT AV Demo	LRC 141	IT	19-Dec-25	19-Dec-25	1				
15	Remove computers and other IT related from HB PV 613 Language and Communication	IT AV Demo	PV 613	IT	19-Dec-25	19-Dec-25	1				
16	Remove computers and other IT related from HB STEM 213 Arts and Business	IT AV Demo	STEM 213	IT	19-Dec-25	19-Dec-25	1				
17	Remove computers and other IT related from HB STEM 101	IT AV Demo	STEM 101	IT	19-Dec-25	19-Dec-25	1				

18	Remove computers and other IT related from HB LRC 162 People Culture Society	IT AV Demo	LRC 162	IT	19-Dec-25	19-Dec-25	1				
18	Move 6 Line of Sight Desks from Davies Room 200 to bottom floor to prepare for relocation into LRC 100 and 141	CIW to move desks to bottom floor	Davies	CIW	19-Dec-25	19-Dec-25	1				Desks may be used for the Writing Center
19	Furniture Demo HB STEM 213 Arts and Business	MTs to remove workstations and furniture	STEM 213	MT and CIW	19-Dec-25	19-Dec-25	1				
20	Possible Minor Demo PV 613	CIW to move minor items	PV 613	CIW	19-Dec-25	19-Dec-25	1				
21	Coordination HB STEM 101	Operations to move minor items	STEM 101	Operations	19-Dec-25	19-Dec-25	1				
22	Possible Minor Demo HB LRC 162 People Culture Society	Operations or CIW to move minor items	LRC 162	Operations and/or CIW	19-Dec-25	19-Dec-25	1				
23	Clean after IT demo areas and CIW furniture demo in priority: LRC 100, LRC 141, STEM 213, PV 613, STEM 101, LRC 162 - <i>may be able to work in tandem with IT (and CIW) as they demo</i>	Custodial	LRC, STEM, PV	Operations	19-Dec-25	21-Dec-25	1	2.5			
24	Furniture Demo at LRC 100	CIW to remove workstations and furniture	LRC 100	CIW	22-Dec-25	23-Dec-25	2				
25	Furniture Demo at LRC 141	CIW to remove workstations and furniture	LRC 141	CIW	22-Dec-25	23-Dec-25	2				
26	Electrician to power down workstations	Matt									
27	Clean after furniture demo: LRC 100, LRC 141, STEM 213, PV 613, STEM 101, LRC 162,	Custodial		Operations	2-Jan-26	6-Jan-26	3				
	NOTE: STEM Elevator down due to maintenance				5-Jan-26	6-Jan-26	2				
26	Move freezer and refrigerator to Natomas	Fridge and Freezer	Natomas	CIW or Custodial ??	5-Jan-26	5-Jan-26	1				
27	Clean Natomas PH II and III	??	Natomas	People Ready or Custodial ??	5-Jan-26	6-Jan-26	2				
28	Move remaining items from storage to Natomas	Custodial	Natomas	Operations	7-Jan-26	7-Jan-26	1				
29	Furniture Install at LRC 100	CIW to install workstations	LRC 100	CIW	7-Jan-26	9-Jan-26	3				
30	Furniture Install at LRC 141	CIW to install workstations	LRC 141	CIW	7-Jan-26	9-Jan-26	3				
31	Furniture Install PV 613	CIW to install workstations	PV 613	CIW	7-Jan-26	9-Jan-26	3				
32	Furniture Install at STEM 213	CIW to install workstations	STEM 213	CIW	7-Jan-26	9-Jan-26	3				
33	Furniture Install for Lang and Communications at CTE 2nd level	??	CTE	CIW or MTs?	7-Jan-26	9-Jan-26					
34	Clean after furniture install: LRC 100, LRC 141, STEM 213, PV 613, STEM 101, LRC 162,	Custodial		Operations	9-Jan-26	12-Jan-26	2	3.5			
35	Install Restroom Accessories and other misc items at Natomas	Maintenance Techs		Operations	2-Jan-26	16-Jan-26	11				

