

## HS Dental Grant Moves on 10/15/24

- HS227 – remove room sign placard near HS203 and turn entire assembly over to Tony/Paige
- HS207 & HS207A thru HS207F
  - Corridor –
    - remove AED and sign, store in SC215D8
    - remove room sign placard near HS206 and turn entire assembly over to Tony/Paige for future reinstallation
  - HS207A thru HS207F –
    - remove and throw away all old room signage
    - determine if Maintenance wants to keep any doors or hardware
  - Remove all garbage & recycling containers, clocks, paper towel dispensers, soap dispensers, emergency kits, tack strips and boards and store in SC215D8 for future reinstallation
  - Maintenance staff to determine if they want any upper cabinets, base cabinets, sinks or faucets kept for maintenance use. The contractor will remove and turn over to owner if labeled, but if not labeled they will be thrown away.
  - HS207E remove shoe racks and coat racks and store in SC215D\* for possible reuse.
- HS204
  - Remove refrigerator and microwave and put in HS222 for continued use
  - Maintenance staff to determine if they want any upper cabinets, base cabinets, storage cabinets or countertops kept for maintenance use. The contractor will remove and turn over to owner if labeled, but if not labeled they will be thrown away.
  - Remove all garbage & recycling containers, clocks, emergency kits, tack boards, wall hanging file holders and store in SC215D8 for future reinstallation.
  - Confirm if all lockers, storage cabinets and bookshelves are empty
- HS227
  - Corridor – remove room sign placard near HS203 and turn entire assembly over to Tony/Paige for future reinstallation
  - Remove all garbage & recycling containers, clocks, emergency kits, tack boards, wall hanging file holders, countertop screens, key lock box and store in SC215D8 for future reinstallation.
  - Maintenance staff to determine if they want any countertops kept for maintenance use. The contractor will remove and turn over to owner if labeled, but if not labeled they will be thrown away.
- HS202
  - Remove wall artwork & description and tape to back of item and store in HS215D8 for future reinstallation. Make a map of where items were so they can be reinstalled in the same spots, at the same heights.
- HS223 & HS223A
  - Remove garbage & recycling containers, clocks, pencil sharpener, cork boards, emergency kit, paper towel dispensers, soap dispensers and store in SC215D8 for future reuse
  - Confirm is storage cabinet is empty

- HS224
  - Maintenance staff to determine if they want any upper cabinets, base cabinets, sinks or faucets kept for maintenance use. The contractor will remove and turn over to owner if labeled, but if not labeled they will be thrown away.
  - Move sterilization equipment per Nicki
  - Remove all garbage & recycling containers, paper towel dispensers, soap dispensers, hand sanitizers, tack boards, glove racks and store in SC215D8 for possible reuse
- HS225
  - Confirm 3 storage cabinets (casework) being moved by contractor are empty
  - Remove emergency kit and 2 metal storage cabinets near doorway to HS224 and store in SC215D8
  - Remove 10 certificates and “NO FOOD” sign from the wall above the casework and turn those over to person in HS225A for future reinstallation