



Cubicle Space Notes from 10/9/08 Staff Meeting

Goal: To make available to all departments intern/volunteer cubicles/work stations that are easily accessible and fully equipped to host a volunteer or intern.

- Minimal staff cubicle moving will be taking place. This has been communicated to department leaders that it will affect but we will continue to coordinate.
- All cubicles will be numbered!!!
- There will be four fully equipped volunteer/intern stations on the non-window side (cubes 330-366, 330-313, 330-315, and 330-317) of the office and three on the window side of the office (cubes 330-118, 330-120, 330-122). All stations will include office supplies, resources (i.e. Ministry Guide and phone list), and fun, **DOSomething**-spirit decorations!
 - Intern/Contractor working 30 or more **office hours** a week: Issue cubicle, Imail account, computer, and phone extension upon hire. (The request will come from HR.)
 - Intern/Contractor working less than 30 **office hours** a week: Intern/Contractor to use volunteer stations in the office using intern250/hello kitty login. An Imail account can be requested through HR.
- Where do people go to do special projects that do not require a computer station?
 - Academy student desks/tables will be set up with chairs.
 - First four cubicles (cubes 330-304, 330-306, 330-308, 330-310) and last four cubicles (cubes 330-322, 330-324, 330-326) will be available to work on projects.
 - No squatting please!
- Room 340 – continued clean out... Needs to happen for certain ministries to be able to move their cubicles.
 - Items in room 340 that belong to ministries will be labeled.
 - Those ministries will be contacted to remove their items from 340. If not removed, they will be tossed.
- Timeline:
 - October 9 and 10
 - Ministries contacted to clean out room 340
 - October 13 – 15 (Monday - Wednesday)
 - 340 cleaned out
 - October 16 – 17 (Thursday – Friday)
 - Minimal cubicle moves
 - October 20 – October 24 (Monday – Friday)
 - Ministry supplies move into room 340
 - IT set up of intern/volunteer stations
 - “Welcome” set up of intern/volunteer stations