



May 28, 2014

**For Immediate Release**

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## **GEFI Building Update – May 28, 2014**

Today, we just have various odds and ends to report as the agencies note that employees at the alternate locations are up and running, with some minor issues to report. We will continue to resolve any issues as soon as possible.

### **Department of Administration (DOA)**

- Employees have been asked to track the resources they need and report those items to their manager or supervisor, so that we can continue to monitor and roll-out needed resources.
- Files, equipment and furniture continue to be cleaned. Therefore, staff has now moved on to the larger pieces of equipment, such as plotters.
- More than 4,000 chairs from the GEFI building have been cleaned and will be delivered after they are dry. In addition, ergonomic furniture is being delivered to the alternate locations.
- Any personal belongings or work files that were not packed before 5:00 p.m. yesterday will be packed by the staff cleaning the building, and employee boxes will be stored in a secure location. Staff will be able to pick up their personal items at a future date.

### **Department of Children and Families (DCF)**

- Critical work files have been cleaned and distribution to staff is underway.
- DOA has located alternate parking for ALL DCF employees who had assigned parking in the GEFI building.
- Three more multi-function devices (printer / scanner / copier) have been delivered to 345 West Washington where the Divisions of Early Care and Education, Family and Economic Security, Secretary's Office and Legal Counsel are located.
- DCF is focusing on getting a high capacity printer and other printing resources at 1 West Wilson.

### **Department of Workforce Development (DWD)**

- Multi-functional devices (printer / scanner / copier) have been delivered and one is in use on the 1<sup>st</sup> floor of Sherman Avenue.
- Awaiting the delivery of chairs to alternate locations.
- Printers will be delivered to the Division of Equal Rights in the very near future.
- Some cell phones have been distributed to Worker's Compensation staff to augment the system for handling customer calls.

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