



# Modernization

THE LATEST INFORMATION  
ON THE MAIN INTERIOR BUILDING  
MODERNIZATION PROJECT

## new

### WHAT'S NEW?

- Getting Ready to Move
- Construction Update
- Move Sequence/Space Assignment
- 4th Wing Reoccupation
- New Snack Bar
- What's in the modernized space?



### Construction Update

#### Levels 4 -7:

Fully painted and carpeted.

#### Level 3:

Painting complete and carpet installation in process.

#### Level 2, 1 and Basement:

Mechanical, electrical, plumbing and architectural work on-going.

**Gym:** open

**Cafeteria:** scheduled to close upon completion of wing 4.

**Health Center:** to be temporarily located in the North Penthouse.

**TOURS:** Contact Junior Logan to arrange a short group tour of your new space.

## Getting Ready to Move!

The move into the 4th wing is scheduled to begin the end of April! Points of contact for each bureau/office/group moving into the 4th wing or out of the third wing have been identified, a Move Guide has been developed, move meetings have been scheduled and initiated, and the move contractor and space planner should be on board in March to provide assistance. As we move closer to the actual move date, a Town Meeting will be scheduled with each bureau/office/group to respond to questions and concerns and to ensure a smooth transition into the new space.

Each employee will be assisted by the space planner to ensure that the furniture layout for the new office

space is appropriate, and that excess/surplus furniture is identified and tagged.

All packing materials will be supplied. Plastic crates with dollies will be distributed to each person in an effort to reduce the use of disposable packing materials. The crates are self-closing and do not require the use of tape. Crates can be stacked four high, labeled as to delivery location and easily moved on the dollies.

Personal items can be stored in a safe room during the move. A room will be designated for each bureau/office/group and will be available three days before the move and immediately after to retrieve items.

### Move Sequence and Space Assignment

Week A	1	OES-DMU Servers to NBC computer room
Week 1	7	NBC Directors Group, FMB (Budget) OCIO
Week 2	6	Solicitors
Week 3	5	Minerals Management Service
Week 4	4	Office of Inspector General, Snack bar, Solicitors (4200)
Week 5	3	Office of Law Enforcement, BIA,-Help Desk, Credit Union
Week 6	2	Office of Insular Affairs, OEPC, IWRO, NBC-IT,KPMG
Week 7	1	Admin Ops, NBC Audio, NBC HR, Competitive Sourcing
Week 8	B	Credit Union, DOIU-IT, Health Unit, Drug program , North Penthouse, Rachel Carson Room
Week X		Watch Office to New IOC (3400)

## IAQ FORUM

The IAQ Forum provides a means for occupants of the Main Interior Complex to bring questions and issues of concern to the table for discussion. The Forum has been successful in the past in resolving issues and allowing the occupants to provide input into the process. The Forum has been rescheduled and will now meet on a monthly basis. Meetings will be held on the first Monday of each month. Occupants are encouraged to contact the Modernization Program Office to report issues of concern on a daily basis. An update of actions will be reported at each IAQ Forum.

### NEXT IAQ FORUM

Feb 4 Location: Room 2529 @ 2 p.m.

## TENANT USER GROUP MEETING

The Tenant User Group Meeting is held bimonthly and provides the occupants with an update of actions in the Main Interior Complex.

### NEXT TUG MEETING

Mar 27 Host: Employee Services

## MODERNIZATION NEWS

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## 4th Wing Re-occupation

*Recycle Green Room Recycle Green Room.*

For occupants moving in or out of space in the coming months, please work to reduce the amount of materials and supplies you will be moving. Start now by sorting and recycling files, office supplies, books, and office furniture. Contact the modernization program office (208-3919) if you have useable furniture so it can be offered to others. Recycling bins, for white and mixed paper can be requested

by contacting the building managers office at 208-7560. Corrugated cardboard boxes should be broken down and placed in the hallways for pickup. Useable surplus office supplies will be collected by the facilities manager's office (208-7560). Supplies should be neatly packed in boxes and labeled **GREEN ROOM**. Once packed, call facilities management (208-7560) to arrange for a pick-up.

## New Snack Bar to Open

A new snack bar, located on the east side of the main corridor at the 4th wing will open as occupants move back in the 4th wing. The snack bar will join Mickey's, the current snack bar, in providing food service to occupants while the cafeteria is closed for renovation. The new snack bar will open in April. Watch for more news on food and services.

## What's new in the modernized space?

When you get into the modernized space, you will notice a number of changes.

- In the 4th wing, all of the kitchenettes are located on the East side.
- Drawer fronts have been added to the kitchen cabinetry.
- Refrigerators will be provided to ensure consistency in maintenance.
- New electrical panels and outlets have been installed.
- New fan coil units affording occupant regulation of heating and cooling have replaced older units.
- New telephones have been installed.
- Sink closets have been removed.
- Life safety systems have been upgraded.

