

Proposed Facility plan for moving Middletown furniture, fixtures, and equipment (FFE)

SUMMARY

Classroom furniture has been the primary focus, and the following classrooms on Clifton Campus will get “new” furniture – either from Middletown or elsewhere on Clifton (classroom furniture pictures, Attachment A):

Building	Room
HPB	08
HPB	10
HPB	208
HPB	209 *
MAIN	152
MAIN	266
MAIN	268
MAIN	269
MAIN	270
MAIN	276
MAIN	278
MAIN	320
MAIN	322
MAIN	324
MAIN	326
MAIN	331
MAIN	333
MAIN	335
MAIN	354
MAIN	376

There is other non-classroom FFE which could be moved from Middletown and repurposed, as well. However, this will need to be preplanned and coordinated with the mover, as Facilities will not be available to move it a second time once it is moved out of Middletown. Non-classroom FFE includes items such as office chairs, bookshelves, file cabinets, etc. Proposed management of moving non-classroom FFE is to post an article in the Daily News advertising what is available (see sample, Attachment B) and have folks submit an eform (see draft eform, Attachment C) to reserve items. Then when the mover relocates items to Clifton Campus, they – in conjunction with Facilities – can get it to the right place.

Additionally, Environmental Services staff has been asked to identify needs to place the remaining classroom and PC lab tables on Clifton Campus, as well as to identify whiteboard needs. Needs will be assessed and replacements will be made as appropriate.

MOVE PRIORITY

1. **FROM** Middletown basement
TO WDC, Evendale Campus

All WDC lab FFE as identified.

2. **FROM** Middletown
TO Clifton, then Facilities will move to CVG

52 chairs (no cloth)
 2 instructor chairs
 13 classroom tables
 2 teacher tables

3. **FROM** Middletown
TO Clifton classrooms with old tablet desks

Building	Room	Classroom Chairs	Classroom Tables	Instructor Chair	Teacher Table
MAIN	276	34	17	1	1
MAIN	278	32	16	1	1
HPB	08	33	17	1	1
HPB	10	30	15	1	1
HPB	208	27	14	1	1
HPB	209 *	34	17	1	1

HPB 209 TO GO TO STORAGE FOR FUTURE; PER D. ROHR

4. **FROM** Middletown
TO Clifton BTD IM program

Building	Room	Classroom Chairs	Computer Tables	Instructor Chair	Teacher Table
MAIN	331	23	12	1	1
MAIN	333			1	1
MAIN	335			1	1

5/1/2023

**5. FROM Middletown
TO Clifton Misc. classrooms**

Building	Room	Classroom Chairs	Classroom Tables	Instructor Chair	Teacher Table
MAIN	152	48	24	1	1
MAIN	266	30	15	1	1
MAIN	268	20 no cloth	14	1	1
MAIN	270	28	14	1	1
MAIN	326	24			
MAIN	354	48			
MAIN	376	36			
MAIN	326	24			

**6. FROM Misc. areas on Clifton
TO Other areas on Clifton**

Building	From Room	To Room	Like Chairs
MAIN	322	320	2
MAIN	270	322	17
MAIN	268	322	13
MAIN	268	269	11
MAIN	152	269	4

This leaves the following Middletown furniture available:

Classroom Tables	PC Tables	Teacher Table	Instructor Chair
33	57	1	6

5/1/2023

Attachment A, Classroom Furniture Pictures

REFERENCE:

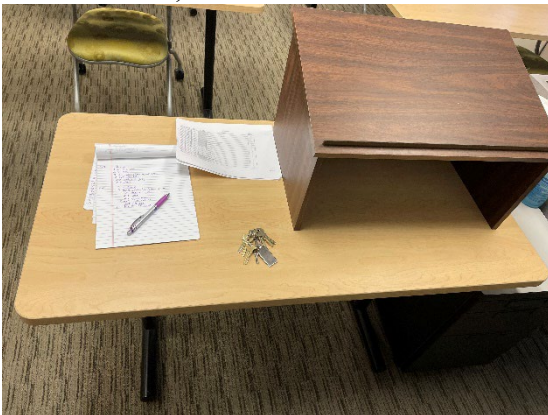
Classroom table, 5'x1.5'



Computer table



Teacher table, 2'x4'



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Classroom chairs, no cloth



Classroom chairs, cloth








Instructor chair



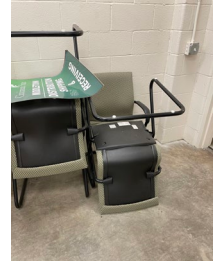
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Attachment B, Middletown FFE Available

Item #	Description	Quantity on Hand	Image(s)
1	Bookshelf, Short, Dark Wood	3	 X 2
2	Bookshelf, Tall, Light Wood	3	
3	Bulletin Board, Wall-mounted	5	 <i>sample</i>
4	Chair, Desk	13	
5	Chair, Plastic no wheels, matching	4	

5/1/2023

6 Chair, Task, no wheels, matching 4



7 Chair, Task, no wheels, unmatching 3 total

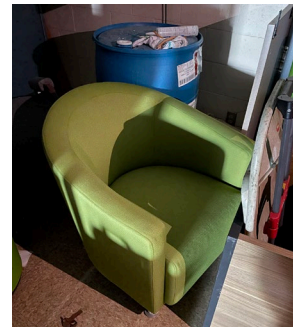


sample

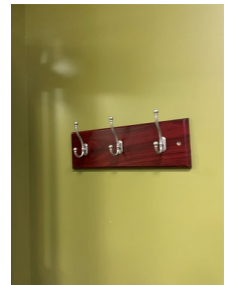
8 Chair, Task, with wheels, matching 6 total



9 Chair, Lounge, Green Upholstered 1



10 Coat Hook 2

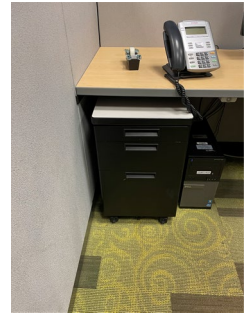


11 Coat Rack 1



5/1/2023

12 File Cabinet, Portable 39



13 File Cabinet, Short 3



14 Literature Holder, black mesh 1



15 Literature Holder, silver mesh 2



5/1/2023

16 Literature Holder, silver metal 2



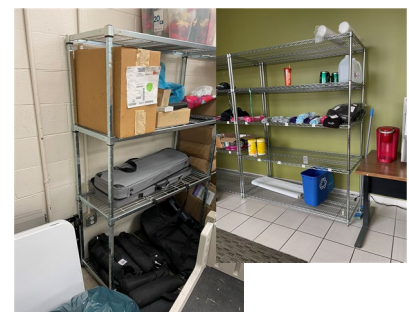
17 Office mail box 2 (shown stacked; can separate)



18 Screen, Folding 1



19 Shelving, Metal 24



20 Sofa, Upholstered 1



5/1/2023

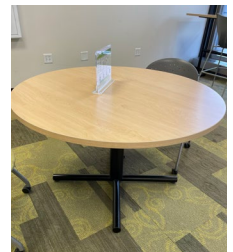
21 Table, Conference, 12'

1



22 Table, Round, 4'

5



23 Table, Round, 5'

5

