

Dear Faculty and Staff

As you are now all well aware, our move to the new ESC building is fast approaching and preparations have already begun to ready ourselves and our department for this exciting event! Nick von Meyer has been hired to co-ordinate our move and will liaison with our faculty and staff during the entire process.

In the coming weeks, it is important to keep in mind the following which will make our transition into our new space as seamless as possible:

- Take advantage of **confidential shredding** opportunities as they come up in the department (Joanne will contact everyone about this)
- Think about **recycling used books** that you no longer want or use (contact Sarah Forbes for assistance)
- Notify Joanne about old, broken, irreparable equipment so disposal forms can be completed and the **equipment discarded** properly
- Consider the items in your **research spaces/labs** (as applicable) that will need to be packed and moved as planned in advance with the move coordinator
- Please communicate with your **graduate students** the need to organize and gather together research materials and equipment in preparation for the move as soon as fixed dates are provided

We plan to communicate with you throughout this entire process and relay important information and deadlines/dates to you. Though it seems a daunting task, if we work together and stay organized, our move to the new building will be relatively seamless!

Please stay tuned, and if you have any questions or concerns, please don't hesitate to contact Nick ([nvonmeyer@utsc.utoronto.ca](mailto:nvonmeyer@utsc.utoronto.ca) or 416 208-2959) or myself.

Kind regards,

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