

VOLUNTEERS REQUIRED					
<i>Version 0 Draft C. Note: Definitely subject to change!</i>					
WHEN	TIME	REQUIREMENTS	WHO	HOW MANY	COMMENT
Pre Installation	Any	Cleanup storeroom for fire door	Ann	2	
Pre Installation	Any	Sort and cull storage in present tea room	Rod	2	
Pre Installation	Any	Rehang door D2. Install vision panel to D2. Install locks to D2 & D4.	Handymen	2 or 3	
Pre Installation	Any	After cleanup, demolish 1m portion of shelves in store room and make good.	Allan Baden		For Landlord
Pre Installation	Any	Hire skip, lift curtains, vacuum cleaner. Purchase paint, carpet, underlay & other materials.	JH		
Friday	1-2pm	Shutdown server, prepare for relocation.	Rod, Allan M		Sensitive equipment handling
Friday	1-2pm	Move training computers from North Room (R3.08) to safe corridor location.	Volunteers	3	Sensitive equipment handling
Friday	2pm-3pm	Move furniture from North Room (R3.08) & present Tea Room (R3.28) to corridor location.	Volunteers	6	
Friday	3pm-4pm	Move Server, Office, Multimedia and General computers to North Room	Volunteers	3 as above	Sensitive equipment handling
Friday	4pm-5pm	Move all furniture from South Room (R3.10) to North Room	Volunteers	6 as above	
Friday	5pm on	Setup temporary office in North Room (R3.08)	Rod, Allan M		
Friday	5pm on	Relocate double GPO from wall to be demolished in present multimedia room.	Volunteer?		BE?
Friday	4pm on	Setup demolition scaffold, work site, lift curtains.	Allan Baden	2?	
Saturday	6am – 9am	Removal of material from wall demolition (new entry)	Fit volunteers	6	First shift
Saturday	9 am – noon	Removal of material from wall demolition (new entry & South Room)	Fit volunteers	6	Second shift
Saturday	By noon	Remove demolition scaffold etc.	Fit volunteers	As above	
Saturday	Noon (nominal)	Shopfront installation	Shopfront contractor		Contractor
Saturday	1pm on	Cut doorway for new fire exit door D6.	Allan Baden	2?	
Saturday	1pm on	Removal of material from D6 demolition	Fit volunteers	3 from above	
Saturday	1pm on	Make good to ceiling, walls & floor of South Room (R3.10)	Handymen		
Saturday	Last	Ensure PCUG lease is secure	JH, Allan Baden		Training computers & furniture still in corridor
Sunday	Morning	Install GPOs, New Office lighting -must be certified for commercial work. Shift motion detector & intercom.	Volunteers?	2	BE?
Sunday	Morning	Certified Ethernet Installer for New Office outlets	Volunteers?	2	
Sunday	Noon-1pm	Cleaners to clean up new office area	Volunteers	3	
Sunday	Noon-1pm	Cleaners to clean up South Room (R3.10)	Volunteers	3	
Sunday	1pm-2pm	Move training room furniture from corridor to South room	Volunteers	6	
Sunday	2pm-3pm	Move training room computers from corridor to South room	Volunteers	3	Sensitive equipment handling
Sunday	3pm on	Paint new office area	Volunteers	2 or 3	
Monday	Morning	Carpet Layers for new office area	Volunteers?	2	
Monday	Afternoon	Cleaners for internal and outside areas.	Volunteers	4	Final cleanup
Tuesday		Move Office equipment & furniture to New Office	Volunteers	3	Sensitive equipment handling
Tuesday on		Complete new fire exit work	Allan Baden		For Landlord