

Need: wire cutters, screwdrivers, several extra moving boxes (5 or 6)  
 lab bins, our rolling cart?  
 laptop with switch management software, serial cable, manual  
 faxpress manuals  
 floor plans for office, closet, computer room  
 parking permits  
 patch panel map  
 orange and blue stickers (for teams and last minute boxes); label markers; clipboards; floor plans

Stage	Who	Item
Prep	Lisa	Label stuff in our office (clunkers, monitors, our systems, servers, discport cabinet, print
Prep	Lisa/Steve	Label stuff in computer room (servers, monitors, ups, tables, chairs, etc.)
Prep	Lisa	Label common stuff (GIS, Sun, walkup system, desks, bookcases, printers)
Prep	Lisa	Label system, printer for faxpress to go to supply room
Prep	Lisa	Cut lab off and test
Prep	Lisa	Prepare printcon lists
Prep	Lisa	Lab: enable CDs, configure vprotect
Prep	Lisa	Get 2 cell phones; tell number to Tom; get theirs
Prep	David	Move fridge
Prep	Lisa	Finish patch panel map (as much as possible)
Prep	Lisa	Conference room setup
Prep	David	Pack eng manuals by walkup system
Prep	David	Throw away wang
Prep	Lisa	Set up backup job for last-minute incremental
Prep	Steve	Send e-mail about no wan, e-mail, did
Prep	All	Finish all personal packing
Prep	All	Finish all possible departmental packing
Prep	Jill	Post a new extension list
Prep	Lisa	Get 2 good backups Thursday; set tapes aside
Prep	David	Thur 9-2: telephone training
Prep	Lisa	Telephone instructions?
Before	Lisa	FPNW on Cordata1!!
Before	David	Bring all fragiles over in car
Before	Lisa	Make e-mail contingency topology changes
Before	Lisa	Do a last-minute incremental backup at 2:00
Before	Steve	VAX backup at 2:00
Before	David	Disassemble/pack copitraks, line driver, patch panel
Before	Lisa	Send e-mail that e-mail is shutting down
Before	Lisa	Change lab dial number (1-800-989-5376; 886-7524, 25)
Before	Lisa	Shut down clunkers
Before	Lisa	Disassemble/pack clunkers, keyports, CDs, cables
Before	Lisa	Disassemble our systems
Before	Lisa/David	Instruct disassembly teams (incl power strips); also disconnect phones and put in box
Before	Teams	Get bins from lab
Before	Teams	Rufus/Chris disconnect some early? especially blue
Before	Jill	Disassemble/pack powerships
Before	Jill	Disassemble letterhead printers, mktg
Before	Jill	Shut down/disassemble/pack faxpress
Before	Lisa	Check everything for tags (printers, walkups, desks, tables, bookshelves)
Before	Steve	Disconnect VAX printers; discard bad ones (2, 3; 1?)
During	Crew	Disassemble all systems
During	Jamie?	Unplug hubs
During	Jamie?	Remove hubs from rack (keep screws!)
During	Jamie?	Pack cables and hubs

During		Have someone at other building to answer questions/prevent problems?
During	David	3:00 - Dictronics to disconnect voicemail, bring and reconnect
During	David	Fujitsu jump lab lines?
During	David	Fujitsu fix phone changes?
During	Lisa	Shut down/disassemble BOS, BOS2
During	Steve	Shut down/disassemble NT servers, VAX
During	Steve	Shut down/disconnect/pack routers, CSU
During	Steve	Disconnect/pack modems in computer room
During	Steve	Disconnect/pack terminal servers under floor
During	Lisa	prepare and organize all our stuff that is to go in the truck together
During	Lisa	Commandeer movers to take our stuff
During		Someone there to watch placement when stuff goes
During	Lisa/David	Check on teams
During	Crew	Dump phone equipment - where?
After	Lisa/David	Instruct reassembly teams
After	Lisa/David	Check on teams
After		**Mount hubs
After	Lisa	**Set up servers
After	David	**Do fiber modules/hub, test
After	Steve	**Set up NT servers, VAX
After	Steve	**Connect routers, CSU and test WAN
After		**Jump all patch cables
After	Lisa	**Set up clunkers, get working
After	Lisa	**Set up our systems
After	David	**Faxpress/bricks/DID test
After	Crew	Reassemble all systems
After	Crew	Get printers set up and labeled
After	Lisa	Test printers
After	Steve	Test VAX printers
After	Steve	Connect NT and VAX modems, terminal server; test
After	Jill	Change everyone's printcon; lanprint.ini
After	Jill	Send e-mails to people about where their printers are
After	Lisa	Put new address stuff in place (macros, faxpress RTI)
After	Lisa	CRs: put in place; shelf icons; busy search; All CRs group
After	Lisa	CRs: note about new names; which ones can't book (not done)
After	David/Lisa	Contend with any broken stuff
After	Jamie?	Unpack/assemble/test powerships
After	David	Unpack/assemble copitraks
After	David	Set up copitrak patch panel
After	All	Unpack and organize