

PERFORMANCE WORK STATEMENT

FOR

**Base Education Furniture and Equipment
Move**

F.E. Warren Air Force Base, Wyoming

05 January 2023

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1. Description of Services.

The contractor shall provide all management, tools, supplies, equipment, and labor necessary to perform furniture and equipment relocation services at F.E. Warren Air Force Base, Wyoming and applicable federal, state, local laws and regulations and this performance work statement (PWS).

- 1.1. **Basic Services.** The contractor shall disassemble, move, and reassemble furniture, relocate the other contents from the old rooms to the new rooms, and disassemble and dispose of any unwanted furniture and equipment.
 - 1.1.1. **Room Locations.** The relocation services are required in building 841, the Base Education facility. Building 841 is a single floor building, the relocation services will not be required to go up or downstairs. There are steps to enter and exit from the building. The current room locations and the relocated room locations are identified in Appendix A and a floor plan of building 841 is in Appendix B.
 - 1.1.2. **Furniture and Equipment.** Appendix A contains a list of the furniture, equipment, and other items to be relocated or disposed of. The Government has attempted to provide a complete list of items to be relocated or disposed of but there may be other items not identified in the "current location" and "item description" columns of Appendix A that the contractor will need to relocate or dispose of as directed. The contractor will be responsible for the relocation or disposal of all items in the rooms of Appendix A.
 - 1.1.2.1. **Room 26.** The furniture and equipment in room 26 has not yet been identified for relocation or disposal. The contractor will only be responsible for the items that are relocated within building 841 or disposed of. The items will be identified, and marked, no later than during the execution of the contract. Pictures of the items in room 26 are in Appendix C.
 - 1.1.3. **Disassemble, Relocate, and Reassemble Services.** The contractor shall provide all management, tools, supplies, equipment, and labor necessary to perform the disassemble and reassemble work identified in this PWS. The furniture to be relocated, as identified in Appendix A, shall be disassembled prior to being relocated to the new room locations where the contractor shall reassemble the furniture in the position identified by the project manager.
 - 1.1.3.1. **Equipment Reassemble Services.** The contract will not be required to connect Information Technology (IT) equipment such as televisions, printers, computers, or any other IT equipment.
 - 1.1.3.2. **Wall Attached Items.** There are some items such as a white board, that may need to be removed from a wall. The contractor will only be required to remove the item from the wall in its current location and moved to the new room but will not be required to attach the item to the wall in the new location.
 - 1.1.3.3. **Color Coded Items.** The furniture and equipment to be moved has been marked by tape for relocation or disposal. The point of contact may override the destination during the move.
 - 1.1.3.4. **Items on/in furniture.** The contractor will be required to move the materials located on shelves or inside the furniture to the new location and placed back on or in the furniture. The contractor may determine if using a moving cart or temporary storage such as boxes are ideal for the move.

- 1.1.3.5. **Personal Items.** The contractor is only responsible for relocating/disposing of government property. Government personnel is responsible for packing or removing their personal items, but it is possible personal items may be missed. If there is any questions regarding items in the rooms, they should be directed to the on site point of contact. The contractor will not relocate/dispose of any personal items in the rooms.
- 1.1.4. **Disposal.** The contractor is required to provide the necessary dumpster/trash services to handle the disposal portion of this PWS. The contractor is not permitted to use the dumpster assigned to the building to dispose of the furniture and equipment in this requirement.
- 1.1.5. **Furniture and Equipment Condition.** The furniture and equipment shall be in the same or better condition as before the contractor performed the work of this PWS.
- 1.1.6. **Workplace Condition.** The workplace shall be clean of all debris and restored to original or better condition.
- 1.1.7. **Project Schedule.** The contractor will coordinate with the Air Force Global Strike Command (AFGSC) Sentinel Program Integration Office (PIO) Chief or authorized representative(s) to confirm the project schedule within 7 days of contract award. The project start date must be within 30 days of contract award and the project must be completed within 5 days of the project start date.
- 1.2. **Deliverables Table.** All deliverables must meet professional standards and the requirements set forth in the applicable contractual documents. The Contractor shall be responsible for delivering all specified end items. The end items listed in the table below are outputs, which fall within the scope of this effort and are illustrative of the type or work the Government expects to require

Deliverable	Requirement	PWS Para.	Recipient
Contract Manager	Within 7 days of Contract Award	4.11.1.	Government Point of Contact
Project Schedule	Within 7 days of Contract Award	1.1.7.	Government Point of Contact
Project Start Date	Within 30 days of Contract Award	1.1.7.	Government Point of Contact
Project End Date	Within 5 days of Project Start Date	1.1.7.	Government Point of Contact
Contract Personnel List	No later than 7 days before Project Start Date	4.3.	Government Point of Contact

2. Services Summary.

The contractor service delivery requirements are summarized into performance objectives that relate directly to standards of performance required to meet mission needs. For the Performance Objective to be met, service delivery must be in substantial compliance with applicable performance standards. The Performance Threshold describes the minimum overall levels of service delivery required for acceptable quality control. Failure to meet these Performance Thresholds means that contractor Quality Control is unacceptable. The following is a list of the key performance objectives that will be verified as contractually compliant by Government personnel; however, inspection of any contract requirement is authorized.

Performance Objective	PWS Para.	Performance Threshold	Percent	Method of Surveillance
All furniture and equipment have been relocated	1.1.2.	Performance is acceptable when all furniture and equipment has been relocated.	100%	Random Inspections Final Walkthrough
All furniture has been reassembled and positioned	1.1.3., 1.1.3.1.	Performance is acceptable when all furniture and equipment is in the designated location in the new room with minimal damage or loss of equipment. See Note 1	100%	Random Inspections Final Walkthrough
All furniture and equipment have been disposed of	1.1.2., 1.1.4.	Performance is acceptable when all furniture and equipment has been disposed of.	100%	Random Inspections Final Walkthrough
Rooms are clean of all debris	1.1.5.	Any deviation must be approved by project manager	100%	Final Walkthrough

Note 1: Minimal damage is considered the normal wear and tear of moving furniture and equipment such as nicks or small scratches.

3. Government Furnished Property and/or Services

3.1. Government Furnished Property. N/A

3.2. Government Furnished Services.

3.2.1. Utilities. The Government will furnish the electricity, water, and sewage services (as necessary) for the accomplishment of service IAW this PWS.

3.3. Government Property Incidental to the Place of Performance.

4. General Information.

4.1. Quality Control.

The contractor is required to control the quality of service delivery and offer to the Government for acceptance only services which conform to contract requirements. The overall control of quality must meet the specified performance thresholds for each requirement in the Services Summary.

4.2. Quality Assurance

The Government will evaluate the contractor's performance by monitoring the contractor's performance to ensure services are received. The Government representative will evaluate the contractor's performance through on-site inspections and receipt of customer complaints. The Government will inspect each task as completed. The Government will investigate complaints received from customers. The Government shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s). Remedies for non-conforming services will be resolved IAW the applicable Inspection/Acceptance clause attached within the contract.

4.2.1. Any matter concerning a change to the scope, prices, terms, or conditions of this contract shall be referred to the Contracting Officer.

4.2.2. The services to be performed by the contractor during the period of this contract shall (at all times and places) be subject to review by the AFGSC Sentinel PIO Chief or authorized representative(s).

4.3. Security Requirements.

The Government will provide the contractor with access to the buildings necessary to perform the work under this PWS. The contractor shall be subject to all Department of Defense rules and regulations while working on this military installation. The contractor shall provide all necessary personnel information for base access to the Government Project manager at least 7 days prior to beginning work.

4.3.1. **Personnel Information.** The Contractor shall submit a written request to the Government point of contact listing the following: contract number, location of work site, start and stop dates, and names of contractor personnel needing access to the base. When reporting to the registration office, the authorized Contractor personnel must provide a valid driver's license for each individual and valid vehicle insurance certificate or rental agreement for each vehicle, to obtain access to the base.

4.4. Physical Security.

The contractor shall be responsible for safeguarding all Government property provided for contractor use. At

the close of each work period, Government facilities, property, and materials shall be secured.

4.5. Operational Security (OPSEC).

The contractor shall adhere to the following minimum requirements in support of this requirement:

4.5.1. Contractor personnel shall not discuss government operations in public or over unprotected or unencrypted communications. Official Business controlled unclassified information may only be transmitted as directed in the PWS.

4.5.2. The Contractor shall not post to company websites, publications, newsletters, or other media any images, data or information that reveal sensitive government operations, personnel, equipment, and/or classified or controlled unclassified information. When in doubt, company press releases related to this contract should be coordinated through the AFGSC Sentinel PIO Chief or Contracting Officer, as applicable.

4.5.3. Because observation of events, operations, physical changes, etc. may reveal sensitive information, specific restrictions are needed to preclude unintentional release of this information to unauthorized parties. Therefore, contractor personnel shall not disclose to unauthorized third parties, post to unofficial sites (including Social Networking sites) any images, data, or information, or observed events that reveal sensitive government operations, personnel, equipment.

4.6. Location/Hours of Operation.

4.6.1. **Location.** Place of performance is at FE Warren AFB WY. Telework shall not be permitted for this contract.

4.6.2. **Recognized Holidays.** The contractor is not required to provide service on the following days: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Days, Thanksgiving Day, and Christmas Day. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

Table 1. Location and Hours of Work

Building No.	Name of Facility	Days	Time
841	Base Education	Monday - Friday	0700-1600

4.7. Conservation of Utilities.

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which prevent the waste of utilities which include the following:

4.7.1. Lights shall be used only in areas where and when work is being performed.

4.7.2. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized.

4.7.3. Water faucets or valves shall be turned off after the required use has been accomplished.

4.7.4. Government telephones shall be used only for official Government business.

4.8. Environmental Controls.

4.8.1. Notification of Environmental Spills. If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident to the F.E. Warren AFB Fire Dept at 911 (landline) or 307-773-2931 (cell phone). The liability for the spill or release of such substance's rests solely with the contractor and its agent.

4.8.2. Hazardous Material (HM). If hazardous materials will be used in the execution of this contract, the contractor shall comply with all federal, state and local regulations concerning the use, storage, and reporting of HM in accordance with AFI 32-7086, Hazardous Materials Management. The contractor shall be required to obtain authorization per the Installation Hazardous Materials Management Program before ordering or purchasing any hazardous product and may not bring a HM onto F.E. Warren AFB property, nor use a HM, until the contractor receives all required authorizations. This authorization process may take up to three weeks.

4.8.3. Green Procurement Program (GPP). In performance of this contract, contractors shall use Environmental Protection Agency (EPA) designated recycled content products, Information Technology (IT) Energy Star products/appliances, Federal Energy Management Program (FEMP) Designated Energy Efficient Low Stand By Power products/appliances, U.S. Department of Agriculture (USDA) Bio based/Bio preferred products, Environmentally preferable products, Electronic Product Environmental Assessment Tool (EPEAT) registered products, Water Sense or other water efficient products, non- or Low Ozone depleting substances under the Significant New Alternatives Policy (SNAP), non or Low toxic or hazardous constituents (e.g. non-VOC paint) and any other environmentally sustainable product/method, to the greatest extent possible.

4.9. Safety Requirements.

4.9.1. In performing work under this contract, the contractor shall:

4.9.1.1. Conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work.

4.9.1.2. Record and report promptly (within one hour), to the contracting officer or AFGSC Sentinel PIO Chief, all available facts relating to each instance of damage to Government property or injury to either contractor or Government personnel.

4.9.1.3. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the contracting officer.

4.10. Continuation of Essential DoD Contractor Services During Crisis.

IAW DFARS 237.7602(a), it is determined that the Base Education Furniture and Equipment Service, is not an essential service.

4.11. Contractor Personnel.

4.11.1. Contract Manager: the contractor shall provide a contract manager who shall be responsible for the performance of the services. The name of the contract manager shall be provided to the CO in writing

prior to the beginning of the first performance period. The contract manager must be able to read, write, speak, and understand English.

4.11.1.1 The contract manager shall have full authority to act for the contractor on all contract matters relating to daily operations of this contract.

4.11.2. **Contractor Employees:** the contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the CO as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation and its population.

4.11.2.1. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name in English.

5. Appendices

- A. Itemized furniture/equipment move spreadsheet
- B. Building 841 floor plan
- C. Pictures Room 26

APPENDIX A

Itemized furniture/equipment move spreadsheet

Current Location	Item Description	Item Dimensions (in.)	Relocation Area
Room 33	9 Drawer Desk/Hutch	23x68	Room 21
Room 33	Coffee Table	48x20x16	Room 19
Room 33	Coat Rack	73	Room 19
Room 33	2x Bookshelves + Contents	34x12x72	Room 19
Room 33	Mini Fridge	19x24x24	Room 19
Room 33	Blue Couch	84	Room 19
Room 33	Blue Love Seat	63	Room 19
Room 33	End Table	19x24x24	Room 19
Room 33	Top Piece/Divider to Large Desk + Contents	35x15x71	Room 19
Room 33	Wood File Cabinet + Contents	25x20.5x55	Room 19
Room 33	Printer Stand + Printer	27x19x30	Room 19
Room 33	White Floor Lamp	74	Room 19
Room 33	2 Drawer Lateral File + Contents	38x21x30	Room 19
Room 33	Contents from L-Shaped Desk	N/A	Room 19
Room 33	Contents from Large Wood Dresser	N/A	Room 19
Room 33	Fake Plant	73	Room 19
Room 33	2x Black Office Chairs	N/A	Room 19
Room 33	Metal Cabinet	18x24x30	Female Latrine
Room 33	Cabinet	33x19x82	Hallway
Room 33	L-Shaped Desk	N/A	Repurpose/Trash
Room 33	Large Wooden Dresser	29x72x30	Repurpose/Trash
Room 33	Blue Fabric Chair	N/A	Repurpose/Trash
Room 33	2 Door Wooden Cabinet	30x23x30	Repurpose/Trash
Room 31	Black L-Shaped Desk	68x28 47x28	Room 20
Room 31	Black 2 Drawer Lat. File	32x22x30	Room 20
Room 31	1/3 Black Bookshelf	30x11.5x72	Room 20
Room 31	1/3 Black Bookshelf	30x11.5x72	Room 7
Room 31	Wood Cabinet, Stainless Steel Top	29x16x36	Room 7
Room 31	Shredder	N/A	Room 7
Room 31	Black Office Chair	N/A	Room 7
Room 31	Lamp	30	Room 19
Room 31	1/3 Black Bookshelf	30x11.5x72	Room 19

Room 31	30x Boxes of Paper	N/A	Room 21
Room 31	Coat Rack	72	Room 21
Room 31	ALL Paper Contents from Closet (31A), Roughly 30 Cases, 70+/- Reams	N/A	Room 21
Room 31	Blue Fabric Chair	N/A	Repurpose/Trash
Room 31	Bulletin Board	47x71	Repurpose/Trash
Room 32	2x White Wire Rack Shelving + Contents	18x48x71	Room 21
Room 32	Husky Metal Tool Box + Contents	56	Room 21
Room 32	2x Metal Shelves + Contents	25x48x36	Room 21
Room 32	Black Rolling Cart	18x24x36	Room 21
Room 32	Black Metal Cabinet + Content	39x18x84	Room 21
Room 32	Rolling Cart	24x18x24	Room 21
Room 32	Black Metal Table	25x55x38	Room 21
Room 32	Pull Down Projector Screen (not wall attached)	N/A	Room 21
Room 32	2x Monitors, Boxed	N/A	Room 21
Room 32	Red Air Compressor	N/A	Room 21
Room 32	4x Shredders	N/A	Room 21
Room 32	2x Trash/Recycle Bin	N/A	Room 21
Room 32	5x Post-It Drawing Pad	N/A	Room 21
Room 32	4 Door Black File Cabinet	N/A	Repurpose/Trash
Room 30 B	4x Blue Fabric Chairs	N/A	Room 22 A/C
Room 30 B	Brown Magazine Rack	22x15x24	Room 22 A/C
Room 30 B	Brown End Table	15x24x16	Room 22 A/C
Room 30 B	Stainless Top Coffee Cabinet + Contents	29x16x36	Room 22 A/C
Room 30 B	Wooden 4 Drawer File Cabinet + Contents	55	Room 22 A/C
Room 30 B	Mini Fridge	N/A	Room 22 A/C
Room 30 B	Bookshelf/Storage Wall Unit + Contents	99x20x73	Room 22 A/C
Room 30 B	L-Shaped Desk + Contents	72x36 50x24	Room 22 A/C
Room 30 B	Black Office Chair	N/A	Room 22 A/C
Room 30 B	Floor Lamp	N/A	Room 22 A/C
Room 30 B	End Table	21x13x21	Room 22 A/C
Room 30 B	2 Drawer Secured File Cabinet + Contents	23x17x23	Room 22 A/C
Room 30 B	Wooden 2 Drawer Hutch + Contents	N/A	Room 22 A/C

Room 30 B	Wooden 2 Drawer Wall Table	36x13x32	Room 22 A/C
Room 30 B	White Board	48x38	Room 22 A/C
Room 30	Wooden Cabinet + Contents	18x44x32	Room 4
Room 30	8x Blue Rolling Chairs	N/A	Room 7
Room 30	Wooden Table	42x96	Room 7
Room 30 A	Adjustable Computer Standing Desk	N/A	Room 12
Room 30 A	Brown End Table	20x20x20	Room 19
Room 30 A	Lamp	N/A	Room 19
Room 30 A	Brown Coat Closet + Contents	18x16x84	Hallway
Room 30 A	Brown L-Shaped Desk	N/A	Repurpose/Trash
Room 30 A	2x Blue Office Chairs	N/A	Repurpose/Trash
Room 30 A	Blue Love Seat	N/A	Repurpose/Trash
Room 30 A	Brown End Table	N/A	Repurpose/Trash
Room 30 A	Folding Table	N/A	Repurpose/Trash
Room 30 A	Shredder	N/A	Repurpose/Trash
Room 30 A	Black Office Chair	N/A	Repurpose/Trash
Room 29	8x Brown Rolling Chairs	N/A	Room 4
Room 29	1/2 Table	42x96	Room 4
Room 29	Fridge	N/A	Room 4
Room 29	Water Cooler	N/A	Room 4
Room 29	2x Trash Cans	N/A	Room 4
Room 29	Rolling Gray Computer Desk	49x24x29	Room 4
Room 29	Rolling Printer Stand	18x23x30	Room 4
Room 29	All Appliances	N/A	Room 4
Room 29	Rotating Fan	N/A	Room 12
Room 29	Any Chairs Besides 8 Already Listed	N/A	Repurpose/Trash
Room 29	1/2 Table	42x96	Repurpose/Trash
Room 29	Wood Cabinet	15x53x35	Repurpose/Trash
Room 29	2 Door Cabinet	29x22x30	Repurpose/Trash
Room 29	Brown End Table	15x25x21	Repurpose/Trash
Room 29	Blue Storage Tote	N/A	Must Stay
Room 27	TV Stand Cabinet + Contents	20x60x38	Room 19
Room 27	Red Wood Desk	36x72x29	Room 19
Room 27	Samsung Flat Screen	N/A	Room 20
Room 27	2x Roll Chair	N/A	Repurpose/Trash
Room 27	8x Gray Table	N/A	Repurpose/Trash
Room 27	Light Wood Table	N/A	Repurpose/Trash

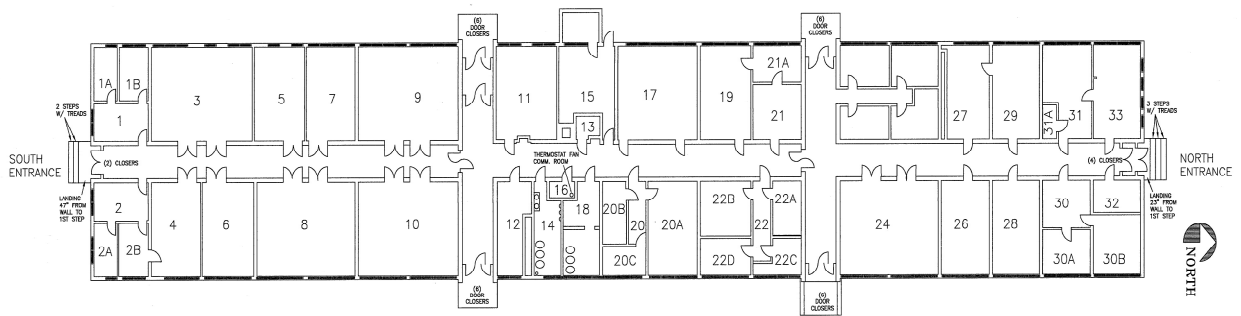
Room 27	2x Small Table	N/A	Repurpose/Trash
Room 24	33x Black Rolling Chairs	N/A	Room 8 + 10
Room 24	16x Tables	30x60	Room 8 + 10
Room 24	Oak Cabinet/ Computer Stand + Contents	48x22x31	Room 8
Room 24	Lecturn	N/A	Room 8
Room 24	Air Purifier	N/A	Room 19
Room 24	AC Unit	N/A	Room 19
Room 24	Rolling Computer Charging Table	48x22x31	Room 22 A/C
Room 25 B	Pamphlet Rack	N/A	Room 5
Room 25 B	White Binding Machine	N/A	Room 21
Room 25 B	U-Shaped Desk	63x96x69	Repurpose/Trash
Room 25 B	5 Shelf Bookshelf	N/A	Repurpose/Trash
Room 25 B	3x Blue Fabric Chairs	N/A	Repurpose/Trash
Room 25 B	Black Office Chair	N/A	Repurpose/Trash
Room 25 B	Lateral File Cabinet	17x25x28	Repurpose/Trash
Room 25 B	4 Drawer Wood File Cabinet	N/A	Repurpose/Trash
Room 23 D	5x Flat Screen TV's	N/A	Room 21
Room 23 D	Trifold Machine + Cart	N/A	Room 21
Room 23 D	Storage Cabinet	18x16x84	Hallway
Room 23 D	4x Shelf Unit	N/A	Repurpose/Trash
Room 23 D	Pamphlet Rack	N/A	Repurpose/Trash
Room 23 D	5x Blue Fabric Chair	N/A	Repurpose/Trash
Room 23 D	4 Drawer File Cabinet	N/A	Repurpose/Trash
Room 23 D	2 Drawer File Cabinet	N/A	Repurpose/Trash
Room 23 D	U-Shaped Desk	63x96x69	Repurpose/Trash
Room 23 A	Mini Fridge	N/A	Room 5
Room 23 A	Cabinet + Contents	24x33x68	Room 5
Room 23 A	Black 3 Drawer File Cabinet	15x18x27	Room 5
Room 23 A	Brown Standing Computer Desk	N/A	Room 5
Room 23 A	Shredder	N/A	Room 5
Room 23 A	Black Leather Office Chair	N/A	Room 5
Room 23 A	1/2 Black Leather Chair	N/A	Room 7
Room 23 A	White Rolling Table	24x48	Hallway
Room 23 A	1/3 Black Leather Chair	N/A	Repurpose/Trash
Room 23 A	U-Shaped Desk	59x100x62	Repurpose/Trash
Room 23 B	White Air Purifier	N/A	Room 5
Room 23 B	Keurig	N/A	Room 5
Room 23 B	2 Drawer File Cabinet	N/A	Room 5
Room 23 B	Black Rolling Office Chair	N/A	Room 5

Room 23 B	Brown 3 Stack Filing Unit + Contents	N/A	Room 5
Room 23 B	1/2 Black Leather Chair	N/A	Room 7
Room 23 B	1/2 Black Leather Chair	N/A	Repurpose/Trash
Room 23 B	Glass Door Hutch	18x48x32	Repurpose/Trash
Room 23 B	Cabinet	24x33x68	Repurpose/Trash
Room 23 B	U-Shaped Desk	N/A	Repurpose/Trash
Room 23 B	2x Floor Lamps	N/A	Repurpose/Trash
Room 23 B	All Plants	N/A	Repurpose/Trash
Room 21	Quarter Circle 2 Shelf Bookcase	N/A	Room 19
Room 21	2x Blue Chairs	N/A	Room 20
Room 21	Blue Love Seat	N/A	Room 20
Room 21	Computer Stand Up Desk	N/A	Room 20
Room 21	Floor Lamp	N/A	Room 20
Room 21	3 Shelf Bookshelf	36x16x47	Repurpose/Trash
Room 21	L-Shaped Desk	65x76	Repurpose/Trash
Room 21 A	2x Testing Stations + Chairs	N/A	Must Stay
Room 21 A	Brown Storage Cabinet	N/A	Room 20
Room 21 A	4x Testing Desks	N/A	Repurpose/Trash
Room 22 A/C	L-Shaped Desk	N/A	Repurpose/Trash
Room 19	9x Tables	30x60	Room 8 + 10
Room 19	12 Chairs	N/A	Room 8 + 10
Room 20	3 Unit Testing Desk	N/A	Repurpose/Trash
Room 20 C	Desk/Hutch Unit	24x72	Room 19
Room 20 C	2 Drawer File Cabinet	24x36	Room 19
Room 20 C	2x 2 Drawer File Cabinets (Under Desk)	N/A	Room 19
Room 20 C	5 Drawer Safe + Contents	N/A	Room 9
Room 20 C	L-Shaped Desk	72x83	Repurpose/Trash
Room 4	5x Square Café Tables + Chairs	N/A	Repurpose/Trash
Room 4	White Table	27x72	Repurpose/Trash
Room 4	Red Sofa	N/A	Repurpose/Trash
Room 4	Plants	N/A	Repurpose/Trash
Middle Entrance	Pamphlet Display	N/A	Room 5
Middle Entrance	2x Computer Stations	24x60	Room 5
Middle Entrance	Brown Cabinet	18x36x29	Room 5
Middle Entrance	End Table	20x20x20	Room 5
Middle Entrance	Black Rolling Table	N/A	Other Entrance
Middle Entrance	Rubbermaid Storage Cabinet	N/A	Other Entrance
New Entrance	6x Study Desks	N/A	Room 4

Hallway			
New Entrance Hallway	9x Blue Fabric Chairs	N/A	Repurpose/Trash
Room 28	Wood Cabinet	22x48x31	Room 21
Room 28	5x Tables	N/A	Repurpose/Trash
Room 28	2x Podiums	N/A	Repurpose/Trash
Room 28	Coat Rack	N/A	Repurpose/Trash
Room 28	70 + Rolling Chairs	N/A	Repurpose/Trash
Room 28	3 Drawer File Cabinet	N/A	Repurpose/Trash
Room 28	Folding Table	N/A	Repurpose/Trash
Room 28	11x Framed Posters	N/A	Repurpose/Trash
Offices + Customer Service	7x Plastic Floor Mats	N/A	New Offices
Room 26	Multipled items to relocation and dispose of	N/A	TBD

APPENDIX B

Building 841 floor plans



APPENDIX C

Pictures of items in room 26.

