Phase 1: Central portion of first floor. This includes lobby area, reception area and new offices and conference rooms

- Estimated Duration 8-10 weeks.
- Temporarily relocate EBT to Building A or Building B Reception area temporary until Building C is ready
- Temporarily relocate other office functions to 3rd floor where Child Support vacated
- Lobby must remain open to clients

Phase 2: Southwest corner of first floor and third floor offices. All construction work carpeting and furniture.

- Estimated Duration 8-10 weeks
- Phase 2 also includes 3rd floor items

Phase 3: Northwest corner of first floor carpet and furniture.

- Estimated Duration 8-10 weeks
- Phase 3 also includes 3rd floor items
- Relocate interview cubes/rooms by using Phase 2 rooms

Areas not shown in a phasing plan are flooring and paint only and will be worked into the schedule when convenient.
Phase 4: Second floor south side carpet and furniture
   a. Estimated Duration: 2 weeks
   b. Temporarily relocate to former Child Support area 3rd floor and 1st floor fiscal
   c. Monday: Move
   d. Mon (afternoon-Wed): Tear down furniture.
   e. Wed-Fri: Carpet remove/reinstall
   f. Mon–Thurs: Rebuild furniture
   g. Fri: Move back

Phase 5: Second floor north area carpet and furniture.
   a. Estimated Duration: 2 weeks
   b. Temporarily relocate to former Child Support area 3rd floor
   c. Monday: Move
   d. Mon (afternoon-Wed): Tear down furniture.
   e. Wed-Fri: Carpet remove/reinstall
   f. Mon–Thurs: Rebuild furniture
   g. Fri: Move back

Areas not shown in a phasing plan are flooring and paint only and will be worked into the schedule when convenient.
3rd Floor Sequence

Phase 2: Third floor South side carpet and furniture.
  a. Estimated Duration: 2 weeks
  b. Area empty due to Child Support moving out.
  c. **Monday-Wed**: Tear down furniture.
  d. **Wed-Fri**: Carpet remove/reinstall
  e. **Mon–Thurs**: Rebuild furniture

Phase 3: Third floor North area carpet and furniture.
  a. Estimated Duration: 2 weeks
  b. Temporarily relocate to former Child Support area
     3rd floor
  c. **Monday**: Move to temp location
  d. **Mon (afternoon-Wed)**: Tear down furniture.
  e. **Wed-Fri**: Carpet remove/reinstall
  f. **Mon–Thurs**: Rebuild furniture
  g. **Fri**: Move back
  h. **Fri**: Move back

Areas not shown in a phasing plan are flooring and paint only and will be worked into the schedule when convenient.