Many advances in the State Street Redevelopment Project (http://statestreetwl.com) have occurred since the end of last year when the Freehafer move was first mentioned in the newsletter.

In February 2016, the Plenary Roads State Street team (Plenary Group USA Ltd., Rieth-Riley Construction Co. Inc., Janssen & Spaans Engineering Inc., and Shrewsberry & Associates LLC) was formally awarded the project contract, and commercial and financial close were both achieved in mid-March.

Construction will begin later this year with utility relocations, select one-way street conversions, improvements on Airport Road and the Todd's Creek relocation. The focus of 2017 activities will be construction on State Street itself. Finally, work in 2018 will be concentrated on Stadium Ave and McCormick Road, with all project components being complete near the end of 2018.

Due to the demolition of Freehafer Hall as a part of the State Street Redevelopment Project, planning for the relocation of all building occupants has been underway for the past few months. While many details still need to be finalized, some determinations have been made.

The majority of individuals located in Freehafer Hall will be relocating to either the Kurz Purdue Technology Center Expansion or the Purdue Technology Center Aerospace (Rolls-Royce) facility. Both of these locations are actively under construction.

Groups currently located in Freehafer that will be moving to the Kurz Purdue Technology Center Expansion, located in the Purdue Research Park east of U.S. 52, include the following:

- Business Management
- Central Files and Freehafer Operations
- Comptroller
- Human Resources
- Offices of the Treasurer Business Office
Groups currently located in Freehafer that will be moving to Purdue Technology Center Aerospace (Rolls-Royce), located at State Street and U.S. 231, include the following:

- Physical Facilities
- Internal Audit
- Physical Facilities Fiscal Affairs
- Procurement Services
- Safety and Security
- Supplier Diversity Development
- Treasury Operations

Physical Facilities In-House Project Management will move to the Physical Facilities Service Building this summer, and planning for the relocation of Marketing and Media is still underway. Purdue’s main central data center will move as well and all ITaP staff currently housed in Freehafer will be relocated to existing ITaP space. For more information, about the data center migration, visit the ITap Newsroom.

The Freehafer move project is being coordinated through Physical Facilities by Project Manager TJ Burns, who may be reached at burnstj@purdue.edu, and while planning continues, occupants are encouraged to begin to assess their files and office items, utilizing records retention and 5S guidelines. A relocation company will be hired to facilitate moving arrangements and logistics. Questions or concerns that deal with a specific department should be directed to that department’s manager.

More information will be shared with supervisors and published in the newsletter as the planning process progresses.

RIVER ROAD TRAVEL
RESTRICTED FROM MARCH 2016 THROUGH MAY 2017

The City of West Lafayette is undertaking a Combined Sewer Overflow (CSO) Relief Interceptor Project along River Road, from approximately Quincy Street to Ahlers Drive, that is significantly affecting travel adjacent to campus.

The project is to be completed in three phases, the first of which is already underway, and the last of which is scheduled to end in May 2017.

Current construction schedules, maps and detours are available at www.riverroadwl.com, which will be the best source of updated information throughout the duration of the project.
5S: THE PROGRESS CONTINUES

The occupants of Freehafer continue to sort their way through the steps of 5S. In Human Resources, roughly 65 percent of staff have completed their SORT exercise – and some have even taken their newfound knowledge home to apply!

As of mid-February, more than 11,000 pounds of paper had been recycled in Freehafer, with an additional 1,150 pounds of salvage material and 1,117 pounds of other recyclable materials also finding new homes. To put that in perspective: Freehafer staff have recycled or sent to salvage the equivalent weight of 13 polar bears – and they aren’t done yet.

Outside of Human Resources, another 95 Freehafer staff have completed their 5S training and an additional 39 employees are set to undergo training.

More work space, less clutter and a reduced footprint: what 5S is doing for Freehafer.

YOUR BUILDING, YOUR RESOURCES

For employees who call Freehafer home during the workday, there are a couple of key documents that provide important information about the building.


The Freehafer Hall Building Emergency Plan (online at https://www.purdue.edu/ehps/emergency_preparedness/bep/FREH-bep.html) covers procedures for responding to alarms, evacuating, sheltering in place and much more.

PROJECT UPDATE: CENTRAL FILES/RECORDS RETENTION

Freehafer’s record retention coordinators and record experts are updating the record retention schedule. They are closely reviewing each record type to ensure it has appropriate retention and disposal procedure based on current laws and regulations.

In February, the Director of Business Management hosted the annual campus-wide Record Retention Coordinators Meeting. During the meeting, attendees reviewed a list of responsibilities and tasks that must be completed. In addition, a panel discussed some activities that are occurring to reduce the storage of paper files and to digitize records.

Central Files and Hooks are popular places to be! Several departments have identified and recycled documents that have met the retention length. We are on track to meet the goal of recycling 3,900 boxes by January 2017. We’re glad to acknowledge Purdue Recycling for the extra help and to the departments listed in the graph for their assistance.