

“Cleanout Week during Safety Awareness Campaign”

April 25 – 29, 2011



Excess Furniture and Property Cleanup Time

Code 270, Supply and Equipment Management Branch, wants to join forces to clean up the excess property in your building! Would you like to get rid of unwanted furniture, office supplies or equipment items **WITHOUT** completing ANY paperwork?



CODE 270 WILL HAVE TRUCKS PARKED AT THE BUILDINGS NOTED BELOW TO PICKUP YOUR EXCESS ITEMSDON'T MISS THIS OPPORTUNITY TO DO SOME “SPRING CLEANING” *(If you have large items that you cannot get to the docks please email Jean Manall at x6-9642 with your Building/Room number and list of items to be excessed prior to your Clean Up Date)*

DATE/DAY	BUILDING(S)	TIMES (LOCATION OF TRUCKS)
Monday, April 25	33	8:30 – 11:00 AM 1:00 – 2:30 PM (LOADING DOCK)
Tuesday, April 26	6/11/30	8:30 - 9:30 AM (BLDG 6 DOCK) 9:35 - 11:00 AM (BLDG 30 DOCK) 1:00 - 2:30 PM (BLDG 11 DOCK)
Wednesday, April 27	7/10/29	8:30 – 11:00 AM 1:00 – 2:30 PM (FRONT BLDG 7)
Thursday, April 28	18/19/20	8:30 - 9:30 AM (BLDG 18 DOCK) 9:35 - 11:00 AM (BLDG 19 DOCK) 1:00 - 2:30 PM (BLDG 20 DOCK)
Friday, April 29	22/23	8:30 - 11:00 AM (BLDG 22 DOCK) 1:00-2:30 PM (BLDG 23 DOCK)

POINTS OF CONTACT

PROPERTY: Connie Higgs (connie.s.higgs@nasa.gov) x6-2004 OR
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