



Tonight is **your night for new carpet!**

We will be installing new carpet tonight and we're making every effort to insure the process goes as smoothly as possible for everyone.

Please help us by following these instructions before you go home tonight:

1. Please pack & take home ALL personal items that cannot be put inside your desk. **(In the box provided)**
2. Please clear the floor in your work area. Put all work related items on your desk making sure they cannot fall over. The desk & cubicle will be lifted straight up allowing the carpet to be installed with minimal disturbance, but it will be moved.
3. You may be asked to unload your overhead bins but only if it is absolutely necessary.
4. All computers and monitors should be turned off. It is NOT necessary to unplug anything including phones.
5. Please leave this sheet on your workstation to remind yourself of the work planned for tonight.

Please contact Joey Dinkel @ (615) 533-0158, if you have any questions.

**THANK YOU
FOR YOUR
COOPERATION!**