

Archdiocese of Cincinnati

Project:

- Move Management
- Inventoried all private office furniture (6th and 9th floor)
 - Provided graphics of each office so they knew what was going where and its condition
- Reviewed all records and files from past 10 years:
 - Determined what would be discarded, what would be retained in current and archived space

Location:

 Archdioceses of Cincinnati Headquarters Cincinnati, Ohio

Project Data:

- Total of 45 associates both in private and open spaces
- Study was not started until after all the new work stations were in place
- Study should have been conducted before workstations were designed to make sure there was storage for vital items
- Coordinated tagging , packing and moving of all contents



