

MEMORANDUM

DATE: August 13, 2009
TO: All Departments
FROM: Guy Bailey, President
SUBJECT: Administration Building Asbestos Abatement and Renovation

As of August 2009, renovation and asbestos abatement projects will impact space utilization in the Texas Tech University Administration Building. A series of moves will begin in mid August to isolate space required for construction and asbestos abatement while allowing departmental functions to continue in an optimal work environment.

In preparation for this project, a space analysis of the Administration Building identified the need to clarify the primary function for the Administration Building. Consequently, it has been determined that the Administration Building's footprint will be prioritized for administrative functions directly linked to the operation of the Office of the Chancellor or President and will serve as the core of administrative activity for Texas Tech.

Appropriate migration options for all areas involved in the elevator construction and asbestos abatement will be coordinated by the Office of the Chancellor and President. Migrations in one building will involve utilization of space in other campus buildings as we strive to better align with the organization's core function. Defining organizational footprints throughout the campus and creating functional and organizational work groups has become a University System priority during this current renovation. In addition, organizing department space by functional categories prepares the campus to tactically manage enrollment growth.

In an effort to monitor utilization of space for reporting purposes, I am requesting that you coordinate with Grace Hernandez prior to finalizing a move. A website dedicated to TTU/TTUS renovation and asbestos abatement construction information and updates is available at <http://www.depts.ttu.edu/spacepladmin/adminconstruction.asp>.

Guy Bailey
President