Wells, Mike

From: Wells, Mike
Sent: Wednesday, October 30, 2013 10:30 AM
To: Legas, Barbara
Subject: RE: November 19th: 'Clear out the Clutter' Day

Great msg! thanks.

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From: Legas, Barbara
Sent: Wednesday, October 30, 2013 10:17 AM
Subject: November 19th: 'Clear out the Clutter' Day

Feeling overwhelmed? OMP's **'Clear Out the Clutter' Day** is **Tuesday, November 19th.** The remodel is really *moving* along so we need to *move* out paper, obsolete technical reference books, decorations and excess supplies By doing so we won't be *moving* vast amounts of *unmovable* materials, paper/junk into your new *move* space. *Moving* Along:

November 18 – 22: has been designated as **Clean Up Week**. If you want to clean during the entire week I will obtain whatever container/services you need to accomplish the job.

Focus of 'Clear Out the Clutter': Remember the Records Inventory and all the papers/materials, etc., that you designated as NOT going to your new location? **November 19th** is the day to start reducing the volumes of materials stored in workstations or common areas.

- As of the final 2013 inventory, out of the 459 cubes inventoried 137 were over the 13' limit of expected available storage in our new individual workspaces.
- OMP has 49 cubicles--*12 are over the limit*

Contest—Best Workstation Transformation

- Before and after pictures of cubes of any and all willing contestants
- **Must notify Barbara Legas with cc to Jeanette Vars if you would like to participate**. (I will be on leave November 7 – 13)
- OMP Records will schedule and take the pictures
- **Prize: Massage @ Convention Center**

(Upon request, Mike Wells, wells.mike@epa.gov will provide individual, Unit, and Office-level work space assessments to help determine 1. current volumes vs. anticipated filing capacity in new location; and 2. strategies for reducing holdings.

_____Basic Clean Up Day Information_____

What is Clean Up Day(s)? A scheduled day, supported by management, to clean your cube and/or space saver(s). As our move date gets closer more clean up days will be added.

What to consider when cleaning:

- **Records**. (See Information Below) Knowing what is/isn't a record. Don't know, ask. Your OMP Records Coordinators are listed below. Joyce Aoyama, Regional Records Manager, aoyama.joyce@epa.gov will be on each floor to help with questions.
- **Supplies**. Do you really need 3 staplers or 4 pairs of scissors? It is tempting but don't toss those extra paperclips in your desk drawers—recycle excess or old supplies to the mailroom. Otherwise known as saving money!
- **Personal Belongings**. Time to clean out old toys, decorations, etc.
- **Food**. Check expiration dates -- old food, toss. It has to go sometime.
- **Storage Room(s)**. Got 'em then clean 'em!

How to move the 'stuff' out of OMP:

- **All containers listed below will be located at reception area counters.**
- **Once containers (including shredding bins) are full or you need extras please call me (Barbara Legas) 3-1250 for all pick up of full containers. I am tracking everything (even trash).**

  - **U.S. White Mail Boxes:** Supplies -- Everything will go to the mailroom.

- **Paper Boxes:** Old decorations, toys, plants, etc. You may take home or donate for others to enjoy. Items donated will be taken to the 14th Floor Lunchroom. If item is broken, please toss.

Paper:

- EPA has a number of rolling 32 gallon bins, known as **WHEELIES**, that can be placed in your unit or used in your cube for recycling paper. .
- If you have room and need a larger canvas cart, for large quantities of paper, please let me know where you would like the cart delivered. I usually request one per floor, however, we don't want to leave these large carts in the elevator lobbies for extended periods of time. **NO BINDERS, PLASTIC, or LARGE PAPER CLIPS**

- Shredding: **Bins are located in Copy Rooms**. **No paperclips, please.**

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Never under estimate the power of records!

Please click on link below for information regarding What is a Record? Destruction Forms, etc:

Records Cleanup Days.

Need help?

If questions about Records, please notify your Records Mgmt Coordinators:
Jean Alexander/FMPU
Jeanette Vars/IOU/HRU
Barbara Legas/IO
Anthony Williams/IRU
Wendy Wasson/GIAU
Contact: Joyce Aoyama (206) 553-2595, Regional Records Manager, ASRC Primus

REMINDER: All destruction of records must have a form completed before placing paper in shredding container. Contact your Records Coordinator or Joyce Aoyama for information.

POC: Barbara Legas (call/email for container pick up legas.barbara@epa.gov)
206-553-1250

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