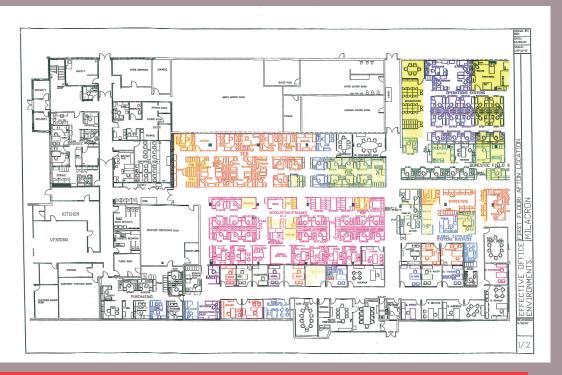# Milacron

Project:
- Milacron

Location:
- Cincinnati, OH

Project Data:
- Moved Corporate Office to Afton 2nd floor
- Relocation of 100 engineers to 1st floor
- Minimal disruption
- Minimal cost
- Determine all costs to implement plan and take old headquarters building back to raw space

EOE Furniture
Creating **Effective Office Enviroments**

MILACRON

9/24/07
In attendance: Jay, Cathy, Shelley, Megan

Questions for Pat
1. Who do we contact to determine employee levels (i.e. A=senior level, B=mid level, C=general staff) on the organizational chart? We need to determine the size of typical stations for each. Dave Palmer and his staff can assist with determining employee levels for office-type purposes.
2. We need to contact information for all of the managers. They need to determine adjacencies between departments. These adjacencies will need to be completed one week after they are received. Right. What if we first determined what departments exist on layout and then identify the appropriate individuals who can help with "adjacency" decisions. Otherwise it is difficult to determine who should be involved. Also, I expect that Dave can answer a lot of the "adjacency" questions.
3. We need an organizational chart for corporate. Will send under separate cover. I will be able to address adjacency issues.
4. We need an electronic copy of the "as is" drawings for Afton and corporate forwarded so prints can be run and updated. The most up to date drawings are located on the PC that Holly uses at our corporate building. As discussed, these drawings will need to be updated.

Tasks To Be Completed
• Confirm that departments are identified on plan.
• Label typical after input from Milacron on A, B, C, & D typicals.
• Show typical workstations enlarged for A, B, C, D, etc. Do same for private offices.
• Determine how many stations in each dept. (i.e. 10 A's, 14 B's, 22 C's). Put on spreadsheet.

Jay/Megan/Cathy- (for next week)
• Confirm floor plan is correct.

• Identify all open stations.
• Identify name, department, and position of current employees.
• Clearly identify "open" stations.
• Determine how the area descriptions from Pat Mohan match the floor plan.

Task	Status
Walk-thru Afton Facility Identify employee locations	completed
Identify open stations& Open Available stations	completed
Identify typicals	completed
Identify quantities of each typical	completed
Breakdown of typical per area if applicable	
Update Existing Afton Drawings	11/2/2007
Incorporate ServTek work stations Into drawing	completed
Incorporate first floor engineering Work stations into drawing	completed
Review Organizational Charts	completed
Review Adjacency Information	completed
Identify correct typical per employee	completed
Walk-thru Corporate Facility Identify employee locations	11/2/2007 confirm time w/ Pat
Identify open stations & Open available stations	11/7/2007
Update Existing Corporate Plans	11/7/2007
Identify amount of square footage Corporate will require	in process
Identify Storage that could be Located off-site	discuss w/Pat & Afton personnel date to be determined
Block Plan Afton with Corporate Offices on 2nd Floor	11/9/2007
Block Plan first floor incorporating Field Services And second floor engineering into first floor space	11/9/2007
Feasibility Survey	e-mailed to Pat Review meeting needs to be scheduled.

MILACRON CORPORATE MOVE STUDY
Prepared by Effective Office Environments

Move Expenses	Extended Cost
Afton Location	
Re-configure (75) Herman Miller Stations Filling Areas and Product/Demo Display (Weekend)	$34,000.00
Totes for moving 1st & 2nd floors Employees would pack totes And move to new work station	$6,000.00
Deliver & Pick-up totes	$330.00
Dis-assemble 107 Stations from 2nd floor & Transport product not being re-used to storage	$17,000.00
Move storage cabinets, Conf. Tables, Vertical & lateral files to 1st floor	$5,000.00
Upgrade HVAC 2nd floor Afton	$58,000.00
Electrical Adds for 29 offices	$11,000.00
Lower 2nd floor ceiling From 9'7" to 9' Install (2) lights w/switches For 19 offices	$40,000.00
Carpet- 2nd floor	$75,000.00
Paint 2nd floor	$10,000.00