**Preparation for Point Processing and Seed Storage Building Closure – Spring 2024**

Summary: A group of 8 technicians met with Yvonne Lawley and Curt McCartney to walk through the seed storage, processing room, grinding room, and drying area on February 21st for an hour. We identified action items that must take place to be better prepared for the expected closure of the processing and seed storage building on March 31st, 2024.

This document should be discussed by technicians and professors for each program group in early March. Feedback and questions should be discussed or emailed with Yvonne Lawley and Curt McCartney. This plan will also be reviewed during the March technician meeting with the Department Head and at Department Council.

Action items by work area

Seed storage

1. Techs from each program to pull out samples and seed bins from seed storage shelves that they will need access to by March 22nd.
	1. Based on 2023, it is expected that we will have access to the seed storage area for 15 minute intervals from April 1 to mid-July.
	2. Programs are encouraged to permanently move materials into the new SeaCan storage containers by the horticulture building and to the Glenlea seed storage.
	3. Where possible, programs should remove bins from wood shelves on the south wall to limit the weight on the river bank side of the building.
2. Remobilize the blue and orange metal storage shelving from seed storage areas in alternative storage spaces.
	1. Mel will measure the large blue and orange metal shelving by Feb 23rd so that we can evaluate alternative spaces to utilize this shelving (considering Glenlea Seed Storage).
	2. Techs from each program will need to move all seed and containers currently on the blue and orange metal shelves by March 15.
	3. Mel will need help to dismantle the shelving March 18 – 29th.
3. A group of techs (Breanne, Sharlene, Kara, Mary, Sarah, Brody) will visit Glenlea the week of Feb 26 to see if additional storage space can be made available for materials that need to be moved by programs from the Point to Glenlea.
4. Three pieces of processing equipment will be moved from the seed storage area to the drying room the week of March 25th.

Processing Area

1. Techs from each program to work towards finishing sample processing by March 22nd to allow for a team of technicians to work together to move equipment into designated spaces within the processing room and drying room ahead of the spring closure of the building (see notes below).
2. Equipment on wheels in the processing room can stay inside the processing room as it will be feasible to remove from the building using the overhead door in 15 minute intervals if needed. A group of techs will identify and move into designated area away from south wall (not in front of the overhead door) the week of March 25-29th.
3. Heavy equipment that is not on wheels (3 dockage testers, white westrup, clipper) will be moved into the drying area the week of March 25-29th. Will prioritize moving equipment that requires two people to move, while leaving easy to move equipment in the processing area.
4. Create an inventory list of processing equipment and place labels on equipment prior to March 22nd (include UM capital equipment number in the list as equipment number likely has an associated owner). With many recent purchases, techs are unsure about which equipment is program specific vs departmental and who to contact for permission to use equipment. This also connects to moving equipment. Having this inventory list will make sure equipment does not get lost in the shuffle of moving within the Point or to a new processing space. Helpful if inventory list included pictures of equipment. The inventory will be made available to all techs on the Point Users’ group on Teams.
5. Technicians from each program will be invited/required to move equipment within the facility on one or two days the week of March 25-29.

Grinding Room

1. Technicians from each program need to complete cleaning bags and sample processing with the clipper by March 22nd.
2. Mel will take a look at how to remove the bag cleaner from the grinding room and make a plan by March 1 if we need to remove it from the building on a few days notice (currently estimate 2 days).
3. The large clipper needs to be removed from the grinding room and moved into the drying area the week of March 25th. Will require 2 people to move.

Drying Room

1. Technicians from each program will move samples and storage containers out of the processing room prior by March 22nd.
	1. Programs with allocated drying beds can leave their own materials on drying beds if needed. Programs with large storage bins/crates should move them into the processing or seed storage area by March 22.
	2. Do large storage bins need to move if only select equipment is moving into the drying room?
2. Mel will arrange for combine blocking overhead door in drying room to be moved to Glenlea by March 1st.
3. Hanging drying racks can remain in the drying room if space allows. Alternative is to move into processing room or outside if needed.
4. Mel will add yellow tape to floor by March 22nd to mark area that needs to stay clear of equipment and sample containers in front of the overhead door in the drying room.

SeaCan storage containers

* Mel will assist technicians from programs (Lawley, MacMillan) to assemble remaining shelving and install inside SeaCan storage by March 1.
* Technicians from programs will move storage bins into Seacan Storage by March 22nd

Timeline

By March 8

* Shelving installed into SeaCan storage containers
* Scheduled time for a team of techs to move equipment within the facility the week of March 25th
* Mel will measure the large blue and orange metal shelving to see if they can be used in other storage spaces, perhaps Glenlea
* Group of techs will visit Glenlea to see if additional storage space can be made available
* Mel will have developed a plan to move bag cleaner on short notice
* Combine will be moved from drying room

By March 15

* All program groups have reviewed this plan
* Remove all seed and containers from the blue and orange metal shelving units in the seed storage room

By March 22

* Techs from each program to pull out samples and seed bins from seed storage and drying area and move into SeaCan or Glenlea storage.
* Large storage containers from drying room moved to processing room or seed storage area.
* Finish sample processing and bag cleaning so that equipment can be moved
* Created an inventory list of processing equipment and place labels on equipment

By March 31

* Equipment on wheels moved to designated area within processing room.
* Heavy equipment that is hard to move is moved into the drying room
* Blue and orange metal shelving units will be dismantled with components stored in the seed storage building near the overhead door.
* Ready as we can be for facility closure