



SPH-B RENOVATIONS UPDATE

This is an important update from Director of Facilities and Safety [Ben Hutchins](#).

Thank you for your patience and understanding as we continue to navigate changes in the School of Public Health-Bloomington. **Please review the following information and updates. If you have questions or concerns, please direct them to your supervisor as soon as possible.**

This is a reminder: In summer, many SPH-B exterior doors with electronic key card readers are the only unlocked doors. They will be open 7 a.m.–5 p.m., Monday–Friday.

On weekends, evenings, and university holidays, those doors can still be unlocked with a valid CrimsonCard. If you have questions about building access, please [contact me](#).

The northeast stairwell door will remain unlocked during open hours.

Time and Space

Due to the additional scope of work in the towers and various other factors throughout the building, we have TWICE the deficit in office space as we did one year ago, when we began the first phase of construction.

We tell you this so you understand the necessity of the following details. Again, we appreciate your flexibility and support of colleagues, leaders, and contract workers during this busy and challenging time.

- Faculty at the former TIS building will be assigned a cubicle (unless they prefer to work from home). Also available in the building:
 - Four hotel offices to accommodate private calls, meetings, etc.
 - Several conference/training rooms
- **Health & Wellness Design** personnel not currently located at the Innovation Center will move to Smith Research Center. Room assignments are forthcoming; contact [Evan Jordan](#) if you have questions.
- **Epidemiology and Biostatistics** personnel will move to Sycamore Hall. Room assignments are forthcoming; contact [Jaroslaw Harezlak](#) if you have questions.
- Five offices in SPH-B suite 179 will be hoteling spaces for faculty and staff who need to visit campus. These spaces can be reserved one month in advance **via** [25Live](#).

Moving Details

All employees whose work spaces are affected by [Phase II \(2025–26\)](#) will begin relocation the week of July 21. Relocation will take about two weeks.

See tentative assignments on Renovations and Update page

Prior to July 21:

- Remove all personal items from your office. IU will not insure any of your personal belongings. Boxes and labels are available in SPH-B 029.
- Remove all items from your office except items (including technology) labeled for the movers*. **Make sure all desks and other furniture are empty.**
- **If you need something put into long-term storage—something you will likely NOT need to access during the renovation process—you can label it for storage*.** If, during the renovation process, you need anything out of long-term storage, we will need about a week to arrange it.

Thank you for reading this far. The renovation and relocation process is complicated, and your cooperation and flexibility help it run much more smoothly.

Bookmark go.iu.edu/sphb-renovation and visit often—as updates are available, we will publish them there.



Your campus **mailing** address will not change if you move to a temporary space. Mail can still be sent to your previous SPH-B address, and Campus Mail will deliver it to your temporary space.

Packing for the Move

All materials available in 029

When packing boxes for moving, label the boxes using color-coded tags based on your room assignment. If you have questions, please contact [Alex Hoyt](#).

Be sure to include:

-YOUR NAME.

-Floor (if applicable); in SPH-B the basement is Floor 1.

-Room number.



If you are moving **within SPH-B**, please use **RED** tags to label your boxes and other items that should move.

If you are moving to **Smith Research Center**, please use **GREEN** tags to label your boxes and other items that should move.

If you are moving to **the old TIS building**, please use **BLUE** tags to label your boxes and other items that should move.

If you are moving to **Sycamore Hall**, please use **PURPLE** tags to label your boxes and other items that should move.

Use plain white labels available in 029 to identify boxes and items that should be sent to **IU Surplus**.



***Use pink tags** to identify boxes and items that will go into long-term storage.

If, during the renovation process, you need anything out of long-term storage, we will need about a week to arrange it.

Need boxes, packing materials, colored tags? Pick them up in SPH-B 029.



PREPARE AND LABEL YOUR TECH

**Movers will relocate your prepared and labeled tech items the week of July 21.
Packing materials and tags can be obtained in SPH-B 029.**

Thank you again for reviewing this information, also available at go.iu.edu/sphb-renovation. Your cooperation during a complicated process makes a huge difference for everyone. Please reach out if I can help in any way.

Sincerely,

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