



**Materials
Management
Department**

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To: APS Principals
From: Curt Humphrey, Materials Management Director
Date: May 11, 2018
Subject: Mrachek Middle School Furniture

In the fall of 2018, Mrachek Middle School will open in a new 130,000 square foot building with separate learning communities for each grade level. The building will be equipped with brand new furniture in order to provide students an excellent learning environment that will support them in reaching their full potential.

There have been a number of inquiries as to what will happen with the furniture in the current building. Here is the plan to distribute any existing furniture that is desired at other sites:

- Upon the completion of 2017-18 school year an assessment will be made as to the safety of the existing furniture at Mrachek. Furniture deemed unsafe will be designated to remain in the current building when it undergoes demolition later this year.
- The furniture approved for reuse will be prioritized for distribution in the following manner:
 - APS Construction Department
 - New or expanding district programs
 - APS traditional schools and programs
 - APS charter schools
- On June 11, 2018 there will be an open house at the current Mrachek building between 9:00-12:00 for interested parties to view existing furniture in order to assess if it meets their needs.
- Between June 11 and June 15, requests for existing furniture can be made to myself at cjhumphrey@aurorak12.org. Requests will need to be generic such as 14 student chairs unless there is a truly unique piece of furniture.
- During the week of June 18, determinations will be made as to which schools/programs will have their request fulfilled. At any point where demand exceeds supply in the prioritization list, a random drawing will be held by purchasing staff to identify whom will receive the furniture.
- June 25 thru July 20 furniture will be distributed to selected schools by warehouse staff.

If you have any questions please do not hesitate to contact me.