Progress Report

The final section of the curved ‘glass curtain wall’ of the George HW Bush State Office Building (1801 Congress) is being completed. This wall faces the Capitol Mall and will form part of the public activities area on the Mall near the amphitheater.

You can see the progress on the exterior of the building and the Mall on the construction cameras of the TexasCapitolComplex.org home page. The project remains on schedule to complete this summer.

We have hundreds of state colleagues that are anxious to get a tour of the 1801 Congress Building (George H.W. Bush) and the 1601 Congress Building (Barbara Jordan). It is critical to allow the construction team the opportunity to finish every aspect of the project without halting construction timelines, therefore we can’t accommodate all the tour requests we are receiving. However, to give you a very raw insight into the everyday construction progress, we have a brief snapshot of what a day in the world of construction of the State Office Buildings looks like as TFC works to meet the deadline to get your agency into the buildings as scheduled. Take a peek here.

The Barbara Jordan Building (1601 Congress) is progressing swiftly too. The granite panels for the lobby have arrived. Work on the interiors continues from the ground floor up into the building.
Granite Panels for the lobby of the Barbara Jordan State Office Building (1601 Congress).
How to Prepare for Your Move

Record Management – Whether paper or electronic, all State documents and records must follow a specific retention schedule. To review the latest guidelines on record retention, visit the resource page for the Texas State Library and Archives Commission. [https://www.tsl.texas.gov/slrm](https://www.tsl.texas.gov/slrm)

There is also a webinar on Record Management Basics for State Agencies available online to watch and read at your convenience. Take a look at the full list of Record Management webinars at: [https://www.tsl.texas.gov/slrm/training/webinars#archive](https://www.tsl.texas.gov/slrm/training/webinars#archive)

**Action Item:** Address your paper and electronic records now. Scan. Recycle. Purge.

Make arrangements to dispose of any State assets you no longer need.

Asset Management – As you know, all State Assets (office furniture, equipment, and vehicles) not in service of State government must follow specific disposal guidelines. Your move coordinator has probably already started working to determine what furniture and office equipment will be moved into the new buildings, and which pieces will be sent to State Surplus. However, if you wish to learn more about the State Surplus process you can visit our [Capitol Complex Tenant Resource Guide](https://www.tsl.texas.gov/slrm/training/webinars#archive) and view the [State Surplus Webinar](https://www.tsl.texas.gov/slrm/training/webinars#archive).

This is a good time to go through your supply cabinets, closets, and desks to determine what office supplies and materials can be sent to State Surplus.

**Action Item:** Make arrangements to dispose of any State assets you no longer need.

Take your personal items home at least one week before your scheduled move.

Personal Items – The Texas Facilities Commission has hired professional moving companies to move our Tenants’ office furniture, work computers, monitors, and boxes from their current office spaces to the new
buildings. The movers will only move state property and work-related items. The movers will not move any employee's personal items or anything fragile, flammable, liquid, or non-work-related.

The movers will provide each employee with four cardboard boxes for personal items like mementos, artwork, diplomas, and decorative items.

State Employees will be responsible for packing their personal belongings like clothing, mementos, and food. For your protection, all personal items should be taken home by the employee at least a week before your scheduled move date. After you have settled into your new office space, you can bring back your personal items and turn in the cardboard boxes.

**Action Item:** Take your personal items home at least one week before your scheduled move.

We will share more information on how to prepare to move work items and State property to your new offices.

**Capitol Complex Tenant Resource Guide**

The Capitol Complex Tenant Resource Guide is a webpage on the Texas Facilities website for State Employees and Agencies relocating to the new facilities at the Capitol Complex.

Click the button below to explore this evolving webpage.
Tell A Friend About This Newsletter

Please share this newsletter with your coworkers and other State employees that will be moving to the Capitol Complex.

Catch up on the latest information and stay informed on the Capitol Move 2022.

(Note: You must use your state employee email address to sign up to the newsletter).

Have A Question?

Check the FAQs (Frequently Asked Questions) on our Resource Guide. If you don’t find the answer you need, please submit your question to our project team at: info@tfc-ccp.org