

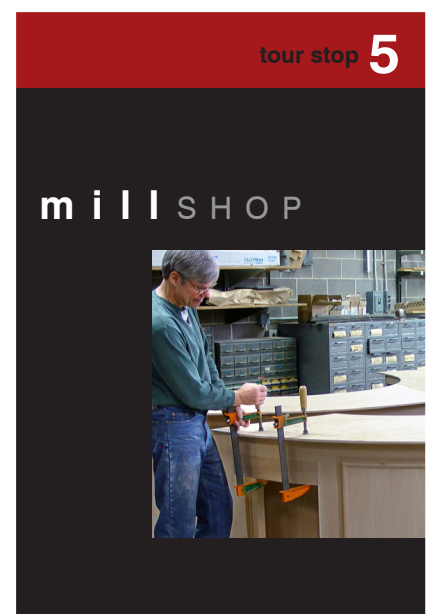
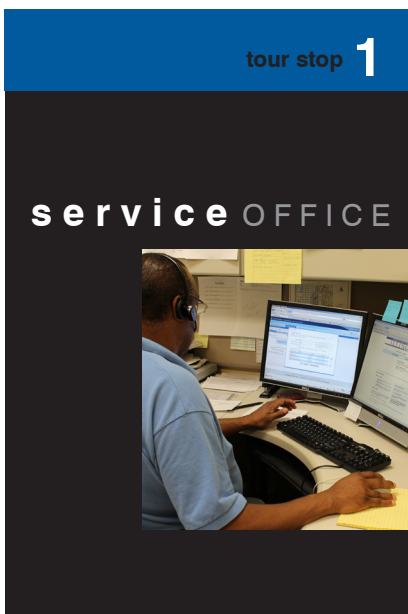


A highlight of the Open House was the guided tours provided for visitors. Tours departed every 15 minutes throughout the event and were led by trained F&S staff.

All F&S staff members assisting with the Open House were provided event t-shirts designed to feature the brand attributes.

The tours allowed visitors to see behind the scenes of F&S while learning about services and practices. Tour stops included:

- Service Office
- Locksmith Shop
- Pipe Trades
- Energy Services
- Mill
- Paint Shop
- Furniture Shop





millSHOP

Completely Customized to Meet Your Needs

THE MILL SHOP DESIGNS AND BUILDS CUSTOM WOOD PRODUCTS TO FIT ANY NEED AND BRINGS PROJECTS TO LIFE WITH QUALITY CRAFTSMANSHIP AT A COMPETITIVE PRICE.

COMPLETELY CUSTOMIZED TO MEET YOUR NEEDS
Whether you are remodeling a facility or refurbishing a laboratory, the Mill Shop can create customized furniture to fulfill your needs. Rather than spend hours searching through catalogs for a piece of mass-manufactured furniture, you can simply have a piece designed by the Mill Shop. Free estimates are available for any size project.

EXPERTLY CRAFTED
The experienced Mill Shop staff takes great pride in the workmanship of their pieces. Combining age-old woodworking techniques with the latest in equipment, the shop produces quality furniture that is built to last a lifetime.

MADE WITH QUALITY MATERIALS
Each piece is designed and crafted with quality materials. Fine woods including oak, cherry, and birch as well as laminates, waterproofing materials, sealants, and finishes are used to enhance and protect your project.

PRODUCTS

- Lab Cabinets
- Office Furniture
- Tables
- Entertainment Centers
- Doors
- Multimedia Cabinets
- Shelving Units
- Picture Frames and Plaques
- Display Cases
- Kiosks
- Lecterns
- Computer Tables
- Windows
- Kitchennette Cabinetry
- White Boards and Cork Boards
- Moldings and more

Call our Service Office at 217-333-0340 to request the Mill Shop's services. Free consultations & estimates are available.

Facilities & Services
PLAN • BUILD • MAINTAIN • SERVE

9/12/2012

FACILITIES & SERVICES OPEN HOUSE

Thursday, September 27, 2012

SCHEDULE OF ACTIVITIES
Open House Hours:
8:30 a.m. – 11:00 a.m.

	8:30 a.m.	9:00 a.m.	9:30 a.m.	10:00 a.m.	10:30 a.m.
Registration	Video will be shown continuously				
Registration and	Members of F&S Management will be available to visit with guests				
Registration Center	Guided Tours starting every 15 minutes				
Registration Session	8:45 a.m. – 9:15 a.m.		9:30 a.m. – 10:00 a.m.		10:15 a.m. – 10:45 a.m.
Registration (room)	8:45 a.m. – 9:15 a.m.				
Registration Overview			9:30 a.m. – 10:00 a.m.		
Registration (Hall) Pilot					10:15 a.m. – 10:45 a.m.
Work Flow Display Resource Room C	Staff will be available for questions and discussions before and after presentations. Presentation starting at 8:45 a.m. Presentation starting at 9:30 a.m. Presentation starting at 10:15 a.m.				

DOCUMENT services

NOW OPEN AT TWO LOCATIONS ON CAMPUS – DOCUMENT SERVICES DELIVERS SERVICE AND CONVENIENCE TO UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN FACULTY, STAFF, AND STUDENTS.

Facilities & Services
PLAN • BUILD • MAINTAIN • SERVE



If you have questions or need assistance, please seek out a tour guide or volunteer wearing an orange F&S t-shirt.

Please complete an Open House Feedback and Evaluation form at the registration tables or online at: <http://go.illinois.edu/fsOpenHouseEvaluation>



All visitors to the Open House were provided with an agenda and map. Visitors were offered literature about the organization, its services and its areas. Full-color printed pieces were arranged in customized folders and were made available electronically on branded flash drives or online in the newly created online Resource Center. All materials created for the Open House featured QR codes which directed customers to the appropriate web pages for additional information.



Project manager Brittney Warga converses with a contractor in a screen shot from our Open House video. Hosted by Jack Dempsey, the brief video gave a visual display of the breadth of our organization and the embodiment of our brand attributes of Plan, Build, Maintain, and Serve.

The initial video was filmed and edited to serve multiple needs. The version shown to visitors featured a welcome statement and was looped to run continuously during the Open House. The post-event version of the video uses F&S' and the university's branding to create a stand-alone video which provides an overview of the organization through Facebook and YouTube.

