



Pittsburgh Public Schools

Operations Office


Christopher M. Berdnik, Chief Financial Officer and Acting Chief Operations Officer

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MEMORANDUM

TO: All Administration Building Personnel

FROM: Christopher M. Berdnik 

CC: Donald Berg
Charlotte Borner

DATE: January 23, 2009

SUBJECT: Furniture Moves and Packing and Moving of Boxes from Copy Center

It has been brought to my attention that some employees of the District are moving office furniture and removing packed boxes from the copy center to other locations.

Please be reminded that only the employees of the 297 bargaining unit are permitted to make furniture moves or move packed boxes. This is part of their job description and also for your safety.

Your cooperation is greatly appreciated.