

## **Sanders, Trent CITZ:EX**

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**From:** Sanders, Trent CITZ:EX  
**Sent:** Friday, October 6, 2017 8:55 AM  
**To:** Dhanota, Surjit LASS:EX  
**Subject:** Request for desk set-up/repositioning

Good morning Surjit,

As per our conversation, I'm requesting my desk be rotated to face the front door and a "pop up desk" to let me work standing up.

Thank you,

**Trent Sanders**  
**Administrative Assistant – Minister's Office**  
Ministry of Citizens' Services  
**Phone:** 1-250-387-9699  
**Email:** [Trent.Sanders@gov.bc.ca](mailto:Trent.Sanders@gov.bc.ca)

**Sanders, Trent CITZ:EX**

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**From:** Sanders, Trent CITZ:EX  
**Sent:** Thursday, September 14, 2017 1:12 PM  
**To:** Dhanota, Surjit LASS:EX  
**Subject:** Shannon Russell's Office Furniture Request

Good afternoon Surjit,

Shannon Russell has requested that the wall-mounted shelving unit in her office be removed, and for her desk to be rotated to face the door.

Thank you,

**Trent Sanders**  
**Administrative Assistant – Minister's Office**  
Ministry of Citizens' Services  
**Phone:** 1-250-387-9699  
**Email:** [Trent.Sanders@gov.bc.ca](mailto:Trent.Sanders@gov.bc.ca)

## **Fleurant, Kathleen CITZ:EX**

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**From:** Spraggett, Randy <Randy.Spraggett@leg.bc.ca>  
**Sent:** Wednesday, August 23, 2017 4:57 PM  
**To:** Fleurant, Kathleen MTIC:EX  
**Cc:** Dhanota, Surjit LASS:EX  
**Subject:** RE: Minister of Citizens' Services - s.15

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hello Kathleen

Thank you for the note, and as per our discussion today.

- **Removal of items left behind from previous Ministry** – yes we can remove any items that are identified with a post-it for removal.
- **Cleaning / Painting of entire office area** –Painting of office spaces is cyclical work, I am sure you know in a building of this size that we cannot paint all areas in a year, so we plan work each year. We come in and determine the condition of the room/area, we review the condition of the carpets, wood trim and painting etc., we then determine the urgency of the work and schedule it according. I would suggested at this time the office space is not scheduled for painting during this fiscal year. If we have determined it is not on this years scheduled and you wish to proceed, we would get a quote for the work and request a RFS to be signed off by the Ministry before scheduling. We would not usually recommended this type of work when the House is in session as it is disruptive to the Minister and yourselves. I should also let you know that there are only specific colors that offices are painted and the color would have to match existing from a Heritage perspective.
- **Change and removal of furniture** – we can assist repositioning of furniture and we can remove items you do not wish.
- **Removal of all plastic plants** –Yes we can assist, did you want live plants? We have a vendor that provides and then cares for plants based on a monthly fee.
- **Ergonomic work stations** – We do not provide Ergonomic work stations, I would suggest that an evaluation should be performed to be able to support the cost of new furniture. Contact the Premier's office as they would be the ones likely to assist.
- **Request to view available art for selection** –Art work is provided to the Ministry offices once all moves are complete, at that point the Art Gallery of Victoria comes and shows items available from their group. You will receive notice in the coming weeks from them, but usually not until the moves have been finalized.

I am happy to meet and discuss more if you wish, I did ask with the team to stop by this afternoon if they had a chance, in case you wanted to remove anything today, not sure if they did yet or not, but I will follow up with them in the morning.

Randy

Randy Spraggett  
Facility Manager



Legislative Assembly of British Columbia  
Legislative Facility Services  
Mailing Address  
Rm 002- 431 Menzies St.  
Victoria, BC V8V-1X4  
tel: 250-952-8137  
fax: 250-952-8138  
[www.leg.bc.ca](http://www.leg.bc.ca)

**From:** Fleurant, Kathleen MTIC:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]  
**Sent:** August-23-17 9:39 AM  
**To:** Spraggett, Randy <[Randy.Spraggett@leg.bc.ca](mailto:Randy.Spraggett@leg.bc.ca)>; Newton, Christine <[Christine.Newton@leg.bc.ca](mailto:Christine.Newton@leg.bc.ca)>  
**Cc:** Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>  
**Subject:** FW: Minister of Citizens' Services - S.15

Hello Randy and Christine,

Are either of you able to help with the request below while Surjit is away? Minister Sims would like to have this actioned as soon as possible.

Please advise,

Kathleen

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**From:** Fleurant, Kathleen MTIC:EX  
**Sent:** Wednesday, August 23, 2017 8:20 AM  
**To:** Dhanota, Surjit LASS:EX  
**Subject:** Minister of Citizens' Services · S.15

Good Morning Surjit,

The Minister of Citizens' Services has recently taken over office | S.15      Minister Sims is requesting the following:

- Removal of items left behind from previous Ministry –
- Cleaning / Painting of entire office area Change and removal of furniture.
- Removal of all plastic plants
- Ergonomic work stations
- Request to view available art for selection

I am told that you are the person to speak to regarding these items? Would you be able to meet sometime this week to discuss the aforementioned items?

Kind Regards,

**Kathleen Fleurant** | Administrative Assistant  
Minister's Office | Ministry of Citizens' Services  
Legislature, Victoria, BC  
PH: 250-387-9699 | e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

**Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen MTIC:EX  
**Sent:** Thursday, August 24, 2017 3:58 PM  
**To:** Lenz, Gary LASS:EX  
**Subject:** Ministerial Office Modification - Meeting Aug 28 4:00 pm

Hi Gary,

I've accepted the meeting request on behalf of Minister Sims – she will be attending.

Can you please tell me what your room number is?

**Kathleen Fleurant** | Administrative Assistant  
Minister's Office | Ministry of Citizens' Services  
Legislature, Victoria, BC  
PH: 250-387-9699 | e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

## Fleurant, Kathleen CITZ:EX

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**From:** Spraggett, Randy <Randy.Spraggett@leg.bc.ca>  
**Sent:** Thursday, September 7, 2017 9:24 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Dhanota, Surjit LASS:EX  
**Subject:** RE: Items to dispose of

Hello Kathleen

We would prefer you not to move items, our team will assist as time permits. I know it is frustrating but we will get there.

Thank you

Randy Spraggett  
Facility Manager



Legislative Assembly of British Columbia  
Legislative Facility Services  
Mailing Address  
Rm 002- 431 Menzies St.  
Victoria, BC V8V-1X4  
tel: 250-952-8137  
fax: 250-952-8138  
[www.leg.bc.ca](http://www.leg.bc.ca)

**From:** Fleurant, Kathleen CITZ:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]  
**Sent:** September-07-17 9:04 AM  
**To:** Spraggett, Randy <[Randy.Spraggett@leg.bc.ca](mailto:Randy.Spraggett@leg.bc.ca)>  
**Cc:** Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>  
**Subject:** RE: Items to dispose of

Is it possible for me to bring the items down to your area myself?

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**From:** Spraggett, Randy [<mailto:Randy.Spraggett@leg.bc.ca>]  
**Sent:** Thursday, September 7, 2017 8:54 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Dhanota, Surjit LASS:EX  
**Subject:** RE: Items to dispose of

Thank you Kathleen

We are still wrapping up activity for tomorrow, we will have someone over early next week.

Randy Spraggett  
Facility Manager



Legislative Assembly of British Columbia  
Legislative Facility Services  
Mailing Address  
Rm 002- 431 Menzies St.  
Victoria, BC V8V-1X4  
tel: 250-952-8137  
fax: 250-952-8138  
[www.leg.bc.ca](http://www.leg.bc.ca)

**From:** Fleurant, Kathleen CITZ:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]  
**Sent:** September-07-17 8:51 AM  
**To:** Spraggett, Randy <[Randy.Spraggett@leg.bc.ca](mailto:Randy.Spraggett@leg.bc.ca)>  
**Cc:** Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>  
**Subject:** Items to dispose of

Hi Randy,

I just spoke to Ty and he tells me the items I need to dispose of fall under you guys. Most of the items don't fit in boxes. Things like old plastic filing cabinet, art (that is not the museums, large cardboard tubes, plastic plants, box of dishes, etc.

Can you please have someone come get these, as they've been sitting in a pile in the corner and we've been trying to get them disposed of since I got here.

**Kathleen Fleurant** | Administrative Assistant  
Minister's Office | Ministry of Citizens' Services  
Legislature, Victoria, BC  
PH: 250-387-9699 | e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, September 13, 2017 8:22 AM  
**To:** Lenz, Gary LASS:EX; Dhanota, Surjit LASS:EX  
**Cc:** Russell, Shannon MH:EX  
**Subject:** Minister's Paint Colours  
**Attachments:** paint colours (2).PNG

Good Morning Gary/Surjit,

Please find attached the paint colours the Minister would like for the office.

Don't hesitate to contact me if you have any questions or concerns.

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Minister's Office | Ministry of Citizens' Services  
Legislature, Victoria, BC  
PH: 250-387-9699 | e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)





COLOR

PAINT &amp; STAIN

INSPIRATION

STORES



## HAWTHORNE YELLOW



## Hawthorne Yellow

HC-4

Blue Nose  
1678

White Diamond  
2121-60

## CHOOSE A COLOR COMBINATION



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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Thursday, September 14, 2017 11:46 AM  
**To:** Dhanota, Surjit LASS:EX  
**Cc:** Russell, Shannon MH:EX  
**Subject:** Office Renovation Schedule

Hi Surjit,

Are you able to provide us with a schedule for painting and the new furniture arrival? We need to pass this information onto Kris Anderson from the Arts and Cultural Development Branch to schedule our art delivery.

Kind Regards,

**Kathleen Fleurant** | Administrative Coordinator  
Minister's Office | Ministry of Citizens' Services  
Legislature, Victoria, BC  
PH: 250-387-9699 | e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

## Fleurant, Kathleen CITZ:EX

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**From:** Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>  
**Sent:** Monday, October 2, 2017 8:23 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX  
**Subject:** RE: Office Renovation Schedule

Morning Kathleen

Sorry, I was away last Friday, I will see you shortly to take care all these items.

Regards  
Surjit S Dhanota  
Operation Manager  
250-952-8136

**From:** Fleurant, Kathleen CITZ:EX [mailto:Kathleen.Fleurant@gov.bc.ca]  
**Sent:** Friday, September 29, 2017 1:37 PM  
**To:** Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>  
**Cc:** Russell, Shannon MH:EX <Shannon.Russell@gov.bc.ca>; Riley, Karl CITZ:EX <Karl.Riley@gov.bc.ca>  
**Subject:** RE: Office Renovation Schedule

Hi Surjit,

Sorry to keep pestering you with these questions but we can't bring in the art until these items are done. Can you please advise when these final actions can be completed:

- Moving the AA's desk
- Moving the copier and shredder
- Moving of the couch and chairs in the reception area
- Moving of cabinet from reception area to where printers are being moved

Thank you,

Kathleen

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**From:** Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]  
**Sent:** Thursday, September 21, 2017 9:47 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Russell, Shannon MH:EX  
**Subject:** Re: Office Renovation Schedule

Hi Kathleen

I am away tomorrow, next week we will be painting Monday , right after painting I will take care all these items.

I will see you Monday.  
Thanks

Surjit S Dhanota

Operation Supervisor

Legislative Assembly of British Columbia

Tel: 250-952-8136 Fax: 250-952-8138 s.22

Web: [www.leg.bc.ca](http://www.leg.bc.ca)

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**From:** Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)>

**Sent:** Thursday, September 21, 2017 4:12 PM

**To:** Dhanota, Surjit

**Cc:** Russell, Shannon MH:EX

**Subject:** FW: Office Renovation Schedule

Hi Surjit,

I know you are incredibly busy and I wanted to say thank you for all that you have helped us with so far. I was wondering if you are able to give me an timeline on the following items:

- Moving the Minister's desk
- Moving the AA's desk
- Moving the copier and shredder
- Moving of the couch and chairs in the reception area
- Moving of cabinet from reception area to where printers are being moved

I'm sorry to hound you with these questions, but our art delivery is dependent on this.

Thank you kindly,

Kathleen

-----Original Message-----

**From:** Fleurant, Kathleen CITZ:EX

**Sent:** Thursday, September 14, 2017 1:36 PM

**To:** Dhanota, Surjit LASS:EX

**Cc:** Russell, Shannon MH:EX; Dhanota, Surjit LASS:EX; Spraggett, Randy LASS:EX; Lenz, Gary LASS:EX

**Subject:** RE: Office Renovation Schedule

Thanks for the information. I will have to look into that, from what I understand the Minister was told by Gary (I believe) that new couches were in.

-----Original Message-----

**From:** Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]

**Sent:** Thursday, September 14, 2017 1:28 PM

**To:** Fleurant, Kathleen CITZ:EX

**Cc:** Russell, Shannon MH:EX; Spraggett, Randy LASS:EX

**Subject:** RE: Office Renovation Schedule

Yes, I will be looking after the cupboard and shelving as soon as we can fit it in our schedule. It will be sometime next week.

I know nothing about new furniture, I have nothing in stock.

Regards

Surjit S Dhanota

Operation Manager

-----Original Message-----

From: Fleurant, Kathleen CITZ:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]  
Sent: Thursday, September 14, 2017 1:23 PM  
To: Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>  
Cc: Russell, Shannon MH:EX <[Shannon.Russell@gov.bc.ca](mailto:Shannon.Russell@gov.bc.ca)>  
Subject: RE: Office Renovation Schedule

Thanks Surjit. is there a schedule for the unwanted furniture be removed (including cupboards and shelving) and new furniture to be put in place for the Minister's office and reception area?

-----Original Message-----

From: Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]  
Sent: Thursday, September 14, 2017 1:00 PM  
To: Fleurant, Kathleen CITZ:EX  
Cc: Russell, Shannon MH:EX  
Subject: Re: Office Renovation Schedule

It will be minsters office and reception area for painting

Surjit Dhanota  
Sent from my iPhone

> On Sep 14, 2017, at 12:33 PM, Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)> wrote:

>

> Thank you Surjit - Can you confirm that this is for the entire suite and if all the unwanted furniture be removed (including cupboards and shelving) and that all new furniture will be in place? The reason I am asking for specifics is because they do not want to hang the art until it is all completed.

>

> -----Original Message-----

> From: Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]  
> Sent: Thursday, September 14, 2017 12:04 PM  
> To: Fleurant, Kathleen CITZ:EX  
> Cc: Russell, Shannon MH:EX  
> Subject: Re: Office Renovation Schedule

>

> Painting will be last week of Sept, when house is not sitting.

> Thanks

>

> Surjit Dhanota

> Sent from my iPhone

>

>> On Sep 14, 2017, at 11:46 AM, Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)> wrote:

>>

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