

Tricia Weir

Subject: FW: Reminder about the EIS System / Inventory of Building

From: Tricia Weir

Sent: Wednesday, July 25, 2018 8:32 AM

To: Cathy Brown <Cathy.Brown@dfa.ms.gov>; Kent Adams <Kent.Adams@dfa.ms.gov>

Cc: Calvin Sibley <Calvin.Sibley@dfa.ms.gov>

Subject: Reminder about the EIS System / Inventory of Building

This email is going to ALL Using Agencies who have submitted their email address to us. The message appears to transmit best when the mass number of email addresses appears in the blind copy cell.

Further, this email is being transmitted on behalf of Bureau of Building / Real Property Management Division – Kent Adams, Aimee Moncure, and Cathy Brown.

This is a reminder about the EIS System (i.e. Inventory of Building) per Code and submission to the Legislative Budget office for the Legislators.

So far, we have received only 7 Add/Delete forms OR an email speaking to same.

Deadline for updating the EIS System is August 15th.

Please let us know by Add/Delete form OR **email speaking to changes OR no changes** – so we will know you have responded and completed your updates in the EIS system and [your add/delete form](#).

All documents can be found on the BoB web.

<http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-information-for-institutions-agencies-or-public-entities/>

then click on: Inventory of Building (31-11-27) AND Add/Delete Form (29-1-149)
and the information for 2018

If we have written someone who is not responsible for this form, then please forward to the appropriate person. If we have omitted someone who needs to be included, please let the writer know so the names can be adjusted in our mass email list.

thanks

cc: Kent Adams
Aimee Moncure
Cathy Brown



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