

RCS Empowers, Inc.  
1607 Geele Ave., Sheboygan, WI 53083  
920.458.8261 www.rcsempowers.com

**Memorandum**

**To:** RCS Participants, Guardians, Families,  
Volunteers, Referring Agencies,  
Residential Providers

**Date:** February 13, 2018

**Re: Atrium Project**

**From:** Monica Senkbeil  
Sr. VP/Human Resources and  
Administration

RCS is excited to announce that we will be renovating our front visitor/lobby area into a new Front Atrium that will address some highly needed improvements to the overall safety of our building. The project will:

1. Improve Building Security and Supervision at our Front Entrances/Exits
2. Improve the Inside Flow of Participant Pick-up and Drop-off Times, plus Added Monitoring throughout the Day
3. Expand the Use of the Front Lobby by Adding Indoor Greenspace for Participants and Employees and Offering Additional Meeting Room Space

In addition, the renovation will give our agency a fresh, warm, and inviting atmosphere for anyone visiting us for the first time as well as for our participants and employees.

The project is set to begin on February 19, 2018, and will be implemented in two phases.

**Phase I** will be the visitor lobby and reception area. **Exterior Door 2 (Visitor Entrance) and Door 3 (Participant Entrance w/Door Bell System) will not be accessible beginning February 19, 2018 to approximately March 27, 2018.** A temporary visitor entrance will be established at Door 5, which is our existing employee entrance. Visitors will be directed to the appropriate door through exterior signage. Door 4, which is our main Participant Entrance, will continue to be available for use during the Phase I project.

During Phase I, a temporary reception area will be set up between Doors 4 and 5 in the front lobby. The set-up of this space will be accomplished this week.

**Please know that our general contractor will make sure that the Phase I construction area is secure as the safety of our participants and employees is our highest priority.**

Once we know the construction schedule for Phase II, we will communicate the information to you.

Like any project, it takes everyone's cooperation and patience to help make for a smooth transition. Thank you all for your support in helping us to work through any challenges along the way.