

Relocation Form

**Please fill out one form per person. Submit all forms per move at the same time.
All moves must be done before 2:30 P.M.**

Date of Request _____ Projected Move Date _____	
Person Moving _____ Ext# _____	
Contact Person/Coordinator _____	
Ext # _____ E- mail _____	
<i>Contact Person Needs to be present during the move.</i>	
Moving From: Building Name _____	Room Name or # _____
Moving To: Building Name _____	Room Name or # _____
How long will this move take (e.g., 1 hour, half a day, a week, etc.)? _____	

Campus policy: Andy Dunn, the Furniture Coordinator, must approve all furniture moves and requests.

Office use: PS- _____	Furniture To Be Moved:
	Desks # _____ Keyboard /Mouse Tray # _____ Filing Cabinets # _____ Pedestals # _____
	Chairs # _____ Work surface # _____ Shelves # _____ Upper storage # _____ Chairs# _____
	Other Furniture _____
	Furniture to be disassembled or assembled: _____
	Does a plan need to be made? Y N
	Account # to charge for additional furniture: _____
	Number of boxes needed _____
	Will the move require a moving van? Y N
	Account # to charge for the van: _____

You are expected to pack all of your personal belongings. To ensure that they get to the right destination, please label the belongings of each office differently. This can be done with colored dots or colored sheets of paper.

Desks and filing cabinets do not necessarily need to be emptied for the move depending on the distance traveled and whether they are protected from the weather.

<u>Other items to Move:</u>
Telephones: Y N (If yes, a technician will contact you for further info.)
New phone extensions required: Y N (For Whom?) _____

Computers: Y N (If yes, Plant Services will notify IT.)

Submit to Plant Services - Box 6439 - when form is complete

<u>For Office Use Only:</u>			
Approved By All: Y N		Date Approved: _____	
White	Custodial Superintendent	Dwayne Astleford	(#6440 – x2030)
Yellow	Furniture Coordinator	Andy Dunn	(#6029 – x2162)
Pink	Telephone Technician	Andy Baker	(#6245 – x2579)
Copy	Locksmith	Alan Thurston	(#6444 – x2057)
Copy	IT Coordinator	Sean McKay	(#6245 – x2564)
Copy	Office Manager	Debby O’Kelley	(#6439 – x2011)