



Move Request Instructions

1. **Name and Date Submitted:** Clearly print your name and the date submitted.
2. **Request:** Indicate what is being requested:
 - **Office Move** – This request requires approval from the VP of Administrative Services before moves can be made.
 - **Classroom Rearrangement** – Be specific in what is needed. Use space below in “Additional Information” for rearrangement.
 - **Furniture Assembling** – Indicate the type of furniture to be assembled, i.e., computer desk, tables, chairs. Use space below in “Additional Information” for furniture assembling.
 - **Surplus Equipment** – Contact Campus Services @ 2260 for procedure on removing surplus equipment. All keys related to surplus need to be returned with equipment.
 - **Computer Relocation** – Submit an IT work ticket for a site survey and record the ticket number on the request form. The requesting department will be responsible for expenses related to the move such as additional cabling etc.
 - **Telephone Moves** – Submit an IT work ticket for a site survey and record the ticket number on the request form. The requesting department will be responsible for expenses related to the move such as additional cabling etc.
 - **Additional Information** – Provide any information that will be helpful towards making the request happen smoothly, i.e., what office is being vacated and the room number of the new office, room number for classroom rearrangement, quantity of furniture needed for assembling, what equipment needs to be surplus, how many computers are being moved, where a new phone location is to go, how many phones need to be purchased, etc.
3. **Process for an Office Move** - Once the VP of Administrative Services has approved the office move, contact Campus Services for the following:
 - To relocate furniture, call 2260 and establish a timeline for the move. Furniture to be moved will need to be tagged (be specific what goes and what is surplus) and empty all drawers from desks and file cabinets (request boxes if needed for the move).
 - Provide a diagram of new office layout and where furniture, file cabinets, etc., are to be placed.
 - Let Mail Services @ 2272 know of the move, so mail and freight can be rerouted to appropriate location.