



## WORKSPACE RELOCATION REQUEST FORM

<b>1</b>	Name		Date	
	Phone #			
	Department			
	Request			
	From where?		To where?	
	Why are you requesting this move?			
	When are you requesting this move?			

<b>2</b>	<b>Administrator Referral</b>			
	Signature			
	Date:			
	Comments			

<b>3</b>	<b>Checklist Review - Facilities/Operations and Technology</b>			
<input checked="" type="checkbox"/>	<b>Facilities/Operations</b>		<input checked="" type="checkbox"/>	<b>Technology</b>
	Labor for moving furniture/materials			Phone
	Cleaning - List			Desk position (relative to IT)
	Maintenance Service Request			Help Desk Request #
	Key Request			
	Painting			Network
	Lighting			Printer
	Electrical Power			Wireless
	Flooring			Other
	Structural Surfaces			
	Plumbing			
	HVAC			
	Other			
	Estimated Cost    \$		Estimated Cos    \$	
	Reviewed By		Reviewed By	
	Date Reviewed		Date Reviewed	
	Comments		Comments	

<b>4</b>	<b>Administrative Review and Approval Signature</b>			
	Signature		Date	
	Comments			