

**Facilities Operations Move Request Form**

*Please review the following information and complete this form so that we may better serve you during your move:*

* Large, modular furniture pieces will need to be disassembled and reassembled by the Carpenter shop. You will be billed for this additional labor.
* All file cabinets, desk drawers, shelves, and bookcases **must** be emptied prior to the move.
* Boxes need to be stackable and packed to a manageable weight.
* Time and man power will be allotted according to the items checked on the list below. Only the items noted on the checklist will be moved on the scheduled day. If any additional items need to be moved, a second move request will need to be generated.

Please indicate the date and time that you would prefer your move to be scheduled. We will do our best to accommodate your request.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact: | Ext: | Fax: | Date: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please Provide Chartfield String: | Fund  (5 digits) | Dept ID  (6 digits) | Account  (6 digits) | Program  (5 digits) | Grant / Project  (6 digits) | Class  (5 digits) |
|  |  | 617001 |  |  |  |

|  |
| --- |
| Preferred day or date of move (if crew is available): |
| Preferred time to begin move: |
| Is any disassembly required? |
| Items to be moved **from** (include building and room number): |
| Items to be moved **to** (include building and room number): |

Please use a separate page with clear instructions if this is a multiple building, multiple room move.

Please fill out the checklist below as accurately as possible. Please indicate the quantity of each item in the space provided. Only the checked items will be moved on the scheduled day.

|  |  |  |
| --- | --- | --- |
| Lateral File Cabinet: | Large Table: | Whiteboard: |
| Vertical File Cabinet: | Bookcase: | Boxes: |
| Modular Desk: | Credenza: | Shelves: |
| Standard Desk: | Chairs: | Pictures: |
| Small Table: | Bulletin Board: | Other: |
| Medium Table: | Chalkboard: |

Is there any additional information that will help the moving crew?

**Please email this form to:**

[**facilities-cbs@calpoly.edu**](mailto:facilities-cbs@calpoly.edu)

Building 70 - Office: 805-756-5555