

Operations Division RFUMS Move Request Form

Instructions to complete form:

1. **Department requesting move:** Department or program which will be moving.
2. **Appointed department move coordinator(s):** The name and extension number of the individual appointed to coordinate and facilitate a department move. The coordinator is a key part of a successful move. In particular the department move coordinator(s) will be responsible for the following:
 - a. Act as liaison for the department requesting the move with Facilities, Security, IETS, Distribution Manager, Moving Company, Specialty Vendors and so on....the person(s) appointed should be personnel who are involved in all aspects of department operations...a person of authority or a "go to" person.
 - b. Be responsible for relaying information to all department personnel such as:
 1. Packing and labeling procedures
 2. Shredding and waste procedures
 3. Schedule of move and specialty vendor services
 4. Room and area assignments
 5. Phone number assignments.
 - c. Provide information to the move team of special needs and or services, such as:
 1. Employees who are handicapped or require special needs.
 2. Furniture and equipment placement
 3. Outside services not provided by the University
 4. Service requirements for equipment
 5. After hours scheduling.
 - d. Be responsible for scheduling and motivating department staff to pack, discard waste and items no longer needed, shredding of documents, labeling of items to be moved, labeling of furniture and items for surplus, and planning destination placement of furniture and equipment.

3. **Move type:** What type of move is being requested. This will enable us to determine the scope of work to be performed:
 - a. Box/Furniture - Moving of existing furniture and boxes.
 - b. Office - Moving existing furniture, computers, copier & printers only.
 - c. Laboratory - Moving existing laboratory to another location.
 - d. Office and Labs – Moving offices and labs to another location or building.
 - e. Health Care - Moving existing clinic or program to another area or building.
 - f. Construction - If the destination is under construction, all services are involved (Furniture, Fixtures & Equipment – FF&E).

Please read the **Note** carefully. Try and give as much notice as possible, the more time we all have to plan and organize the move, the smoother and more cost effective the move will become.

4. **Move date:** The date the department is requesting to be moved to the new destination.
5. **Alternate move dates:** If for any reasons beyond our control (new space not vacated as planned, build-out not completed as scheduled, etc.) a move is to be postponed or rescheduled, an alternate date or dates should be given as a contingency.
6. **Completion date:** This is the absolute latest date for which the relocating department must be in operation at destination.
7. **From: Room #, Building #:** The location (room & building) where the move will begin. If more than one room is to be moved (i.e., entire department), indicate the **main room** involved.
8. **To: Room #, Building #:** The location (room & building) where the move will end. If more than one room is involved, indicate the **main room** the items will occupy.

After completing steps 1 – 8, please send this form to Facilities Management. Facilities Management will complete the cost estimate to accommodate your request and return it to you. You will then complete steps 10 and 11.

9. **Cost Estimate:** This information will be entered by Facilities Management to be used for budgeting funds for each segment of the move and returned to the Department requesting the move to complete steps 10 and 11.

10. **Cost center (GL) account(s) to fund move:** Before a University service or outside resource can properly assist a department requesting a move we must know, in advance, of available funds budgeted for each particular service.
11. **Reviewed By:** Before moving forward and proceeding with the project, all official approvals must be obtained.

Once the completed form has been reviewed, approved and received by the Facilities Management Office, it is the responsibility of Facilities Management to schedule the moving company to review move dates and scope of work. It is also the responsibility of Facilities Management to schedule the kickoff meeting for the project.