**The Official Guide to**

**Faculty and Staff Moves**

**James Madison University**



|  |  |
| --- | --- |
| Office of**REAL PROPERTY &****SPACE MANAGEMENT** | MSC 5806JMAC 4 Harrisonburg, VA 22807540.568.7204 Phone540.568.6875 540.568.7111 Fax |

**PLANNING FOR THE MOVE**

James Madison University Moving Services believes that with appropriate planning, any move can be made with ease and minimal disruption to your operation. A step-by-step guide, Move Assistance Provider’s contact list, Move Worksheet, and detailed packing instructions will assist you and your department in transitioning smoothly to your new space.

**Moving Assistance Providers (MAPS)**

|  |  |  |
| --- | --- | --- |
| **REAL PROPERTY & SPACE MANAGEMENT** | 568-7204568-6875 | cookvg@jmu.edu (Jini Cook)ritchidc@jmu.edu (Deanna C. Ritchie) |
| **MOVING SERVICES** | 568-7399 | kniceljl@jmu.edu (Jeff Knicely) |
|  | 568-6870 | owensbp@jmu.edu (Brian Owens) |
| **WORK CONTROL** | 568-6101  | FAX NUMBER 568-3168fm\_wcc@jmu.edu |
| **TELEPHONE**  | 568-6471  | [http://www.jmu.edu /telecom/forms/](http://www.jmu.edu/computing/telecom/forms/) |
| **NEW EMPLOYEE PHONE SERVICE** | 568-6471  | telecom@jmu.edu  |
| **DATA / VIDEO** |  | [http://www.jmu.edu /telecom/forms/](http://www.jmu.edu/computing/telecom/forms/) |
| **MEDIA EQUIPMENT** | 568-7382 | westjr@jmu.edu (James West) |
| **SIGN SHOP** | 568-3679 | stoverra@jmu.edu (Roger Stover) |
| **KEYS**  | 568-2509 |  |
| **POSTAL SERVICES** | 438-1018 | <http://www.jmu.edu/jmumailser/>  |
| **MAIL STOP CODES** | 438-1018 | simmonaj@jmu.edu (Audrey Simmons)  |
| **SURPLUS PROPERTY** | 568-6931 | <http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml> colopyma@jmu.edu (Mark Colopy) |
|  |  |  |
| **SURPLUS COMPUTERS** | 568-8788 |  |
| **BUILDING NAME/ADDRESS**  |  | <http://www.jmu/instresrch/bldgalpha.shtml> |
| **MAP OF JMU** |  | <http://www.jmu.edu/map/> |
| **HAZARDOUS MATERIALS** | 568-4959 | mullenmr@jmu.edu (Marcella Mullenax) |
| **PROCUREMENT** |  | <http://www.jmu.edu/procurement/> |

**Policy 4308**

**Moving: Changing Department/Office/Laboratory/Classroom Space**

**Date of Current Revision: March 2025**

**Responsible Officer: Associate Vice President for Budget Management**

# PURPOSE

This policy outlines procedures for the successful move of a classroom, department, laboratory or office at James Madison University.

# AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president.

# DEFINITIONS

**AiM**

The maintenance management software system used by several JMU departments to track data related to their business function.

**Departmental Move**

A move that is requested by a department and approved by the department head and the Office of Real Property and Space Management. All expenses incurred for the move are paid by the department.

**Institutional Move**

A move that is initiated by the university and therefore funded by a central department such as a capital construction department or a divisional department. Examples include departmental moves due to new construction or temporary moves due to renovations, as well as location changes determined by senior leadership.

**Large Move**

A move involving four or more people.

**Small Move**

A move involving three or fewer people.

# APPLICABILITY

This policy applies to all JMU employees and departments.

# POLICY

The JMU offices of Facilities Management and Office of Real Property and Space Management coordinates and executes all departmental and institutional moves from one location to another.

# PROCEDURES

* 1. The department that is moving submits the [Move Request Form](https://www.jmu.edu/budgetmgmt/documents/jmu_move_request_form.doc) in writing or electronically to the director of real property and space management. All move request forms must be filled out completely to be considered, including appropriate signatures and a valid department ID. The director of real property and space management acts on the move request, notifying the appropriate vice president if the move is in conflict with assigned allocation.
	2. Once the [Move Request Form](https://www.jmu.edu/budgetmgmt/documents/jmu_move_request_form.doc) has been reviewed by the director of real property and space management and appropriate vice president, if necessary, the Move Request Form will be forwarded to Facilities Management and Telecom for scheduling, cost estimates associated with the move, and approval.
	3. After approvals and dates of availability for Facilities Management and Telecom have been coordinated, the director of real property and space management notifies the requesting department to submit a work request through the AiM system.
	4. The department that is moving submits a move request to the JMU Facilities Management Work Control Center using the electronic work request via the AiM system or sends a written work request form to move all university-owned furnishings, fixtures, and equipment with proper advance notice as follows:
		+ Small moves require a two-week notice.
		+ Large moves require a four-week notice.

Any non-university-owned furnishings, fixtures and equipment must be moved by the respective owner/vendor. It is the department’s responsibility to coordinate the moves with owners/vendors external to the university.

* 1. If a phone move is required, the department that is moving submits a [Phone Moves Request](https://www.jmu.edu/computing/phones-and-cable-tv/forms/faculty-staff-phone-moves.shtml) [Form](https://www.jmu.edu/computing/phones-and-cable-tv/forms/faculty-staff-phone-moves.shtml) three to five days prior to the move.
	2. The department that is moving must designate the person who will serve as the primary contact for the duration of the move. On the day of the move, there must be a departmental designee at each move-out and move-in site.
	3. All preparations and moves should follow “Planning for the Move Guidelines,” “Packing Tips and Labeling Instructions,” and the “Moving Day Checklist” as listed in the JMU Move Guide found on the [Space Management website](https://www.jmu.edu/budgetmgmt/real-property/spacemgmt.shtml).

# RESPONSIBILITIES

The facilities management move coordinator is responsible for setting up and coordinating all moves via "in-house" professionals or contracted movers.

All departments, offices and employees that generate, receive or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](https://www.jmu.edu/jmu-policy/policies/1109.shtml) - Records Management.

# SANCTIONS

Departments that do not follow this policy may not be moved in a timely manner and will be responsible for any additional costs associated with not complying with this policy.

Other sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

# EXCLUSIONS

None.

# INTERPRETATION

Authority to interpret this policy rests with the president and is generally delegated to the associate vice president for budget management.

**Previous version:** March 2023

**Approved by the president:** April 2002

**THREE MONTHS BEFORE THE MOVE:**

**Department**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| **Submit the JMU Move Request Form (Appendix 1) to the Office of Space Management. If the move is approved, a date for the move will be assigned.** | J**ini Cook: 568-7204 or** **cookvg@jmu.edu****, MSC 5806** |  |
| **If Institutional, contact Jini Cook for instructions.** | J**ini Cook: 568-7204 or** **cookvg@jmu.edu****, MSC 5806** |  |
| Notify all staff in your department of the upcoming move. | Internal staff |  |
| If moving into a new building, notify the Building Coordinator of your new and current facility. | <http://www.jmu.edu/riskmgmt/bldgcoor.shtml> |  |
| Measure new spaces and draft a furniture and equipment layout for the new space. | Internal staff |  |
| Determine telephone, video, and data line service placement in the new space. | Internal staff |  |

**Telephone, Video, and Data Lines**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Request transfer and installation, if required, of telephone, video, and data line services. | Telecom: 568-6471[http://www.jmu.edu /telecom/](http://www.jmu.edu/computing/telecom/) |  |

**Mailing Address**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Make arrangements to change your mailing address. | Postal Services: 438-1018http://www.jmu.edu/jmumailser |  |

**Hazardous Materials**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| If any hazardous materials are involved, contact Risk Management | Risk ManagementMarcella Mullenax, 568-4959  |  |

**Furniture and Equipment**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Review the Surplus Property website for procedures for transferring and obtaining surplus property. | Surplus Property: 568-6931<http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml> |  |
| Decide if any furniture or equipment will be transferred to Surplus Property and label it as such. Contact Surplus Property to do a walk-through to identify Surplus Property. | Surplus Property(see above contact information) |  |
| Prepare an Equipment Inventory Change Request (EICR) form for all furniture and equipment and forward it to the Surplus Property Coordinator. | Surplus Property[http://www.jmu.edu/acctgserv/EICR&Instructions.doc](http://www.jmu.edu/acctgserv/EICR%26Instructions.doc) |  |
| Consider any special service needs, such as disconnecting special equipment. Note electrical connections that require an electrician to disconnect and reconnect.  | Your Building Coordinator or AiM representative |  |
| Place necessary new or used furniture and equipment orders, requesting delivery to coincide with the moving date.  | Procurement website:<http://www.jmu.edu/procurement/> |  |

**TWO MONTHS BEFORE THE MOVE:**

**Department**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| **Place a customer request for the move. Large moves (involving 4 or more people) require at least 4 weeks' notice, and small moves (involving 3 or fewer people) require at least 2 weeks' notice. You must have previously submitted the JMU Move Request Form (Appendix 1) to the Office of Space Management.**Include a request for **boxes and green tape** if you will require them. If you requested boxes on the original work order, you may request additional boxes later without a new work order. | Your Building Coordinator or AiM representative |  |
| **Complete the Moves Worksheet (Appendix 2) and return it to the Office of Space Management.** | Office of Space Management:Jini Cook, 568-7204 orDeanna C. Ritchie, 568-6875 |  |
| Place a work order to move excess furniture (not included in the move to a new location) **to** Surplus Property. Also, include any items to be picked up **from** the Surplus Property and moved to the new location. **The department is responsible for ensuring that excess items are transferred to surplus.**  | Surplus Property:<http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml>Mark Colopy, 568-6931 |  |
| Placea work order for new **signs**. Contact the Sign Shop to discuss your new signage needs. Be sure to initiate this project in time to have the signs in place beforeyour move.You may **not** change room numbers on any signs. | Your Building Coordinator or AiM RepresentativeSign Shop: Roger Stover568-3679, stoverra@jmu.edu |  |
| Contact the copier vendor (if it is a leased copier) to arrange for the vendor to move the Copier.  | Procurement |  |
| Begin organizing your **files** for the move. Moving time is an excellent opportunity to reduce the hardcopy paperwork you keep on hand. Recycling can help you with this task; they will bring you a large wheeled hopper to make recycling more convenient. | Recycling Hoppers:Your Building Coordinator or AiM Representative  |  |

**Telephone, Video, and Data Lines**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Complete the Telephone Moves Form. Please specify your move date as the day to have your phone connection moved to your new space. Be careful to budget enough for this user-paid fee; the phone cost increases rapidly. | Telecom: 568-6471<http://www.jmu.edu/telecom/forms/movephone.shtml> |  |

**Keys**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Submit a customer request to get new keys and change locks for your new space.  | Your Building Coordinator or AiM Representative |  |
| Make arrangements to acquire, turn in, or exchange keys. Make an appointment with the Lockshop Supervisor to plan the key hierarchy for your new space. DO NOT OVERLOOK THIS STEP! The space being reassigned may be re-keyed, limiting your access. | Lockshop Supervisor568-2509 |  |

**You will be legally responsible for all keys you have signed**

**out until you officially return the keys to the Lock Shop.**

**Furniture and Equipment**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Schedule a site visit confirming items to be moved to Surplus Property | Surplus Property: 568-6931<http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml> |  |

**Parking**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Survey the parking situation at your new location. Make arrangements to change your parking permit status if necessary. | Parking Services:568-3300 |  |

**TWO WEEKS BEFORE THE MOVE:**

**Department**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Pack everything  | See attached ***Packing Instructions.*** |  |
| Clearly label ALL items to be moved | See attached ***Labeling Instructions*** |  |
| Clearly label ALL items to be moved to the Surplus Property | See attached ***Labeling Instructions*** |  |
| Contact Surplus Property for a walk-through to determine whether to recycle vs. surplus. This is the responsibility of the **department**  | Surplus Property:Mark Colopy, 568-6931 |  |
| Mail out change of address notices to your mailing list.  | Internal Staff |  |
| Go over the ***Moving Day Checklist*** to make sure Moving Day will complete all items. | See the attached ***Moving Day Checklist.*** |  |
| Complete ***Moves Worksheet*** | See the attached ***Moves Worksheet*** |  |

**Recycling**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Make special arrangements to pick up any large quantities of recyclable waste material. | Recycling Hoppers:Jason Rexrode 568-3352 |  |

**Furniture and Equipment**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| A certified electrician must disconnect hardwired workstations prior to moving day. Workstations should be dismantled before moving. | Your Building Coordinator or AiM representative |  |

**Mailing Address**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Confirm the official date for delivery at the new location with Mail Services. | Mail Services: 438-1018[http://www.jmu.edu/jmumailser/](http://www.jmu.edu/postoffice/) |  |
| Each employee will need to change their work address through JESS. | <https://jess.jmu.edu/servlets/iclientservlet/jess/?cmd=login> |  |

**THE DAY BEFORE THE MOVE:**

**Telephone**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| **Forward your phones to voice mail at the end of the business day, before your scheduled move day. You will be sure to have this done before the confusion of moving day and before Telecom switches to your new location.** | Internal Staff |  |
| **Contact Mail Services and let them know your status of the move and status regarding mail delivery** | Mail Services |  |
| If moving into a new building, notify the Building Coordinator of your new and current facility. | <http://www.jmu.edu/riskmgmt/bldgcoor.shtml> |  |
| **Contact Procurement to change the address in the EVA system** | Procurement: 568-7999 |  |

**WITHIN A WEEK AFTER THE MOVE:**

**Department**

|  |  |  |
| --- | --- | --- |
| **Action** | **Contact** | **Completed** |
| Notify Moving Services of any **damaged or missing items** during the move. Please inspect all materials as soon as possible and place a work order immediately to repair or replace any damaged items. This is best done within the first few days following the move | Moving Services:Moving & Delivery: 568-7399Brian Owens: 568-6870 |  |
| Verify **telephone, video, data lines, computer, printer, and network connections. Check all the plumbing, lights, electrical outlets, doors, windows, and appliances for proper function and notify your move** coordinator about needed repairs. | Internal Staff |  |
| **Moving boxes are state property and must be returned to Moving Services.** | Moving Services: Moving & Delivery: 568-7399 |  |

|  |  |  |
| --- | --- | --- |
| Verify that excess furniture (not included in the move to the new location) has been physically moved to Surplus Property by doing a walk-through of the former space. | Surplus Property:Mark Colopy 568-6931 |  |
| Make special arrangements to pick up any significant quantities of **recyclable waste material or items that have been deemed recycling by Surplus Property**. | Recycling Hoppers:Jason Rexrode 568-3352 |  |
| Check your address on-line | <https://jess.jmu.edu/servlets/iclientservlet/jess/?cmd=login> |  |

|  |  |  |
| --- | --- | --- |
| **Contact Jini Cook with suggestions for making James Madison University moves a more pleasant experience.** | **Office of Space Management:****Jini Cook****cookvg@jmu.edu** |  |

**Packing and Labeling Instructions**

Proper packing will reduce the possibility of breakage. Here are a few

PACKING SUGGESTIONS:

* A full box moves more successfully than one over or under-packed. Tops should lay flat and close easily. Boxes that are not full may be crushed when stacked, so combine the contents of boxes if necessary.
* James Madison University Moving Services does not assume responsibility for damage or loss to pictures and other personal items being moved. You may wish to take these items with you instead of having us move them.
* Many items will be packed in commercial bins to allow the moving of multiple items quickly and with additional protection.
* James Madison University Moving Services provides green tape for each box and piece of furniture. If a box you are using has other labels attached, please try to remove the old labels to avoid confusion. Use a black permanent marker to print your NEW room number on each label.

**The following is a list of instructions for packing and labeling specific equipment.**

**BOOKCASES:** Place the label on THE TOP of the bookcase. Place shelf support brackets in the sealed envelope; tape the envelope to the inside of the bookcase. The stack removed shelves (without labels) at the bottom of the bookcase.

**BOXES:** Place the label on the end of the box near the handle.

**CHAIRS:** Place the label on the back support area of the chair. If the chair is fabric, place it on an arm or leg.

 Chairs will be containerized and moved as containerized units.

**CHAIR MATS:** Place a label on a corner.

**COMMERCIAL BINS:** Place the label on the end of the container. Only one label is required.

**COMPUTERS:** James Madison University Moving Services recommends that all computers be backed up before the move.

 Unplug the computer, monitor, printer, and other accessories from the wall and label each piece of the system (keyboards, monitor, CPU, cords, etc.).

 James Madison University Moving Services will protect each item with pads, and all computers will be moved in packing containers. Users are responsible for reassembling their own computers.

**COPIERS, OTHER**

**OFFICE EQUIPMENT:** If you lease your equipment, please check your service agreement to determine if it must be serviced prior to the move or if the service provider is responsible for moving it.

**CREDENZAS:** Place the label on the top of the piece. Before moving, remove all contents from the credenza.

**DESK, SECRETARIAL:** Place labels on top of desks and returns. Do not dismantle desks; James Madison University Moving Services will disassemble them as required. Lock any door or drawers for which you have keys. **Desks and returns must be emptied.**  Most desks will be turned on end to be moved out of the room.

**DRAWER ITEMS:** The contents of all drawers and cabinets should be placed in envelopes and packed in cartons. Lock any drawers for which you have keys.

**FILING CABINETS:** **VERTICAL CABINETS** - Must be emptied before the move. Place the label on the top front drawer. Lock any door or drawers for which you have keys.

 **LATERAL CABINETS**—They must be emptied prior to the move. Place the label on the top front drawer. Boxes or library carts can be used for packing; place the label on the end of the boxes or the library cart.

**LAMPS:** Light bulbs should be removed and carefully packed. Label the lamp and the lampshade.

**LIBRARY CARTS:** Place the label on the end of the cart.

**PICTURES, MAPS**

**BULLETIN BOARDS:** Make ready by removing the items from the wall. Place the label on the glass.

 These items will be grouped according to size and wrapped in nylon-quilted pads. They will be moved into packing containers to keep them secure during the move.

**TABLES:** Place the label on the tabletop.

**TELEPHONES:** Place all phones in a box labeled Telecom. Label your phone with green tape with your name, new room number, and extension. Telecom will pick up the box and move the phones to the new location. Telecom must visit your new location to test all your telephones and lines. Remember to forward your telephones to voice mail before you disconnect them. It is best to forward your phones to voice mail at the end of the business day, before your scheduled move day.

**PRINTERS:** Disconnect all cables and prepare the machine. Box pads, covers, paper, and other supplies. Place labels on the tops of the machines.

 These machines will be boxed in shipping containers for the move.

**WASTEBASKETS:** Place a label on the side of the wastebasket to ensure it is moved.

**WORKSTATIONS:** A certified electrician must disconnect Hardwired Workstations before moving day. Be sure arrangements have been made in advance to have this work done. Workstations should be dismantled before moving.

 Place a label on the top right-hand corner of each panel. For additional protection, panels will be moved on specially designed carts.

**Moving Day Checklist**

The following reminders should be reviewed before leaving your office on a moving day.

**Individual Offices:**

[ ]  The desk is empty.

[ ]  The credenza is empty.

[ ]  The bookcase is empty.

[ ]  Bookcase shelf supports are removed and packed.

[ ]  Lateral files are empty.

[ ]  Vertical files are empty.

[ ]  Supply cabinets are empty.

[ ]  All items have been removed from the walls.

[ ]  All computer components are disconnected and labeled.

[ ]  All machines and telephones are unplugged.

[ ]  Desk pads/glass are labeled.

[ ]  Chair mats are labeled.

[ ]  Lampshades and bases are labeled.

[ ]  Light bulbs have been removed from lamps.

[ ]  All boxes, library carts, and cartons are labeled.

[ ]  All items to be transferred to Surplus Property are labeled, and the contents have been removed from the drawers, cabinets, and shelves.

[ ]  Forward telephones before disconnection.

**General Office:**

[ ]  Equipment requiring vendor service has been dealt with. All liquids have been drained or removed from all furniture and equipment.

[ ]  Common areas are packed and labeled.

[ ]  Building Coordinators have been notified of the move logistics.

[ ]  Freight elevators have been reserved.

[ ]  Arrangements have been made to exchange keys with the campus lock shop.

[ ]  Transfer of telephone, video, and data line service has been arranged.

[ ]  Recycling has been notified.

[ ]  Arrangements have been made to do a "walk-through" after the move to ensure that everything has been moved to the new location or to Surplus Property.

**Appendix 1**

JMU Move Request Form

Office of Space Management

**Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Move Request Form-Return to Office of Space Management, Jini Cook, cookvg@jmu.edu or MSC 5806 or 568-7204**

**Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department(s) requesting move:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Move Date Preference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Moves Justification: (1-2 sentences why you are requesting a move)**

**Department ID to charge all expenses related to move (Move, Telecom, Surplus Property, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Moves Worksheet (Appendix 2)**

***For Office Use Only***

Telecom Review:

Available Move Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telecom Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_ Telecom Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telecom Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities Management Review:

Available Move Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FM Contact : \_\_\_\_\_\_\_\_\_\_\_\_\_ FM Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FM Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Administrative Review, if necessary:

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled Move Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FM Work Order/Project Number:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 2**

**Moves Worksheet**

**Complete the Moves Worksheet**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Move Coordinator** |  | **Requested Date of Move** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total Personnel to be Moved** |  |  **Total Offices** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Moving From:** |  | **Moving To:** |  |
| **Department** | **Building** | **Room** | **Occupant** | **Telephone** |  | **Building** | **Room Number** | **Sign Bottom** |
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