

Request for Office Move

Employee Name	<input type="text"/>	Department	<input type="text"/>
Current Building	<input type="text"/>	Current Room	<input type="text"/>
New Building	<input type="text"/>	New Room	<input type="text"/>

Items to be moved

Current Location

Phone number	<input type="text"/>	# of network drops* OLT _____	<input type="text"/>
Computer* OLT _____	<input type="text"/>	# of boxes	<input type="text"/>
List all furniture to be moved	<input type="text"/>		

New Location

	Yes	No
Install Phone Line	<input type="checkbox"/>	<input type="checkbox"/>
Use the existing Line. What is the existing number? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install network jacks* - How many? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activate Current Network Drops* - How many? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repairs Needed	<input type="checkbox"/>	<input type="checkbox"/>

*Must be approved by OLT For new phone line and/or network drops, place sticky note on desired locations to indicate where new lines should be installed and/or activated.

List Repairs
Needed Here
Use additional
paper, if
needed.

Please provide a diagram of desired furniture arrangement .

An access request form must be processed by employee and key custodian in your building for key and/or prox card access changes. Contact the Business Office to activate/deactivate security codes.

Department Head	<input type="text"/>	Date	<input type="text"/>
Dean/Assoc. Dean	<input type="text"/>	Date	<input type="text"/>