



OFFICE & PERSONNEL MOVE REQUEST

INSTRUCTIONS TO REQUESTOR

NOTE: All requirements for repairs, services, and tasks not requiring planning should be submitted in the Facilities Work Request System as a Facilities Repair & Service Request (FRSR). All emergency or urgent issues that could affect the health and safety of campus occupants are to be called in immediately to campus security at ext. 4444.

This form is to be used for office & Personnel moves **only**. Print this form and request approval from your Dean/Director/Administrator and submit via the Onuma Work Order System. Once submitted, someone in Facilities will be in contact with you.

To Be Completed by Requestor (ALL INFORMATION IS REQUIRED):

MOVE FROM BLDG/ROOM #:	MOVE TO BLDG/ROOM #:
	PREVIOUS OCCUPANT:

Information to be provided by Requestor:

College/Department:			
Requestor Name:		Requestor Title:	
Requestor Telephone:		Requestor Email:	
Employee Name:		Employee Title:	
Employee Telephone:		Employee Email:	
Additional Information:			

Requestor Signature: _____ **Date:** _____

Dean/Director/Administrator Signature: _____ **Date:** _____

NOTE: Facilities will coordinate your move with ITS, an IT Network Access Request Form will need to be completed, in addition to a Facilities Access Request (FAR) Form for your keys.