North Central State College

Facilities Move Office/Classroom Form 17-401b

FILL APPROPIATE AREA – SIGN AND ATTACH TO A NEW FACILITES SERVICE TICKET IN MY SERVICES

www.ncstatecollege.edu/facilities

Please allow three days for a move or transfer – A separate IT Service ticket will be required for all computer & phone moves.

☐ **New Employee**

Employee Full Name: _____ **Effective Date** _____

Position: _____Department: _____ Phone Ext _____

Does the office already have furniture? ☐ Yes ☐ No

If office doesn't have furniture please specify below in section (A) what they will need. Fill out and submit a Facilities ticket with Key & Building Key Card Requisition Form 17-421a attached.

☐ **Move Employee**

Employee Full Name: _____ **Move Date** _____

Position: _____Department: _____ Phone Ext _____

Current building _____ room _____ Move to building _____ room _____

Fill out and submit a Facilities ticket with Key & Building Key Card Requisition Form 17-421a attached for a new key if needed. You will need to turn in your previous key(s) and card(s).

☐ **Move furniture within office/classroom:** *(example: need office/classroom rearranged – fill out section A)*

Building: _____ Room _____ **Move Date:** _____

☐ **Move Classroom** **Move Date:** _____

Current Building: _____ Room _____ Move to Building: _____ Room _____

☐ **Other – List details in Section A**

APPROVALS:

_____ _____ _____ _____

Requester Date Dean/Supervisor Signature Date

_____ _____

Director of Facilities Approval Date

SECTION A - Please describe in detail what will be moved for this request and/or attach a floor plan: