

**Facilities Move Office/Classroom Form 17-401f**

**FILL APPROPRIATE AREA – SIGN AND ATTACH TO A NEW FACILITIES SERVICE TICKET IN MY SERVICES**

[www.ncstatecollege.edu/facilities](http://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:**

_____	Date	_____	Date
Requester		Dean/Supervisor Signature	
_____	Date		
Director of Facilities Approval			

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