The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the 'hand' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Moving can be a very disruptive experience. The Facilities Department wants to support a successful move for you and your staff. In order for us to serve you best, we suggest you follow the below listed procedures:

1.	Designate a "move coordinator" to be the contact person for support services involved with the move.
2.	Prepare a Building Improvement Request at least 15 days prior to the date you need to move with specific information and forward to the Facilities Call Center at MS 1016:
	<ul> <li>□ Date of move</li> <li>□ Building and room number(s) for old and new locations</li> <li>□ How many people are moving?</li> <li>□ List any equipment requiring specialized moving/movers, including large pieces under warranty</li> <li>□ Requirements for new location that may require work to be done (use a Building Improvement Request form). Submit the BIR as soon as the project is identified as 15 days may not be enough lead time.</li> <li>□ Request boxes from Facilities.</li> <li>□ Keep Facilities and other support services informed of changes.</li> </ul>
3.	Contact Telephone Services at least 15 days prior to your move (ext. 8150).
4.	Contact your Computer Support Services at least 15 days prior to your move: SCC (ext. 7411), SFCC (ext. 4357), IEL (ext. 6011), District Office (ext. 8013).
5.	Contact District Inventory Services at least 5 days prior to your move (ext. 4782).
6.	Contact District Mail Services at least 5 days prior to your move (ext. 7459).
7.	Contact Purchasing at least 5 days prior to your move to report the move of copiers, fax machines, or any other pieces of equipment that are covered under a maintenance agreement (ext. 5318).
8.	Draw a map or mark on a one-line drawing (obtained from the campus facilities manager) the exact location of each large piece of equipment and/or furniture in your new location. Carefully consider how these pieces will fit into your new space Mark each item using a numbering system, e.g., desk – 1, 4-drawer filing cabinet – 2, bookcase – 3, etc., and then mark those pieces on your map. Post map on door(s) of new location.
9.	Identify surplus property, complete an Equipment Disposal form for each item, and contact Central Services (533-4781) for pick-up prior to the move date.
10.	Identify state property that is tagged with a bar code and number, complete an Authorization to Transfer Equipment form for each item and send to District Inventory Services (MS 1090).
11.	<ul> <li>Move preparation:</li> <li>Empty and box all items from desks, filing cabinets, bookshelves, etc., prior to moving date. Storage cabinets and filing cabinets will not be moved with items in them.</li> <li>Do not load more than 50 pounds of items in boxes, but pack boxes tightly.</li> <li>Mark all boxes with the destination (e.g., building and room number or cubicle location).</li> <li>Pack and move all personal items yourself.</li> </ul>
12.	Movers will place pieces according to your map on the day of the move. They will be happy to rearrange pieces <u>once</u> on the day of the move to accommodate a functioning space. Any further requests to rearrange will have to be done as a special request with your campus facilities manager at a later date.
13.	After you have unpacked, mark your boxes "TRASH" and place in the hallway for the custodian to pick-up.
14.	Contact your campus facilities manager if you are having problems after your move.

We want your move to go well. With planning and communication, we will work with you to make this a positive, painless experience.

This form can be found on the CCS Intranet, Forms A-Z.

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