

Please complete the grey areas and return to Karen Cashman, Space Planner

For JPO Use Only

# Move Application Form

Policy 05-135, Appendix C

**Site:**                      **KGH**

**JPO Move No.:** \_\_\_\_\_  
**Cost Centre:**                      n/a  
**Project No:**                      n/a  
*(if applicable)*  
**Submit Date:** \_\_\_\_\_

**JPO Move Coordinator:**            **Karen Cashman** **KGH Ext: 3802**

Alternate Contact: Michele Mahoney, 613-549-6666 x 3602

**Person Moving:** \_\_\_\_\_ **Current Phone:** \_\_\_\_\_ **New Phone:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_  
**Reports to:** \_\_\_\_\_ **Supervisor's Title:** \_\_\_\_\_  
**Reason for Move:** \_\_\_\_\_  
**Move in Conjunction with:** \_\_\_\_\_

**Date of Move:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Sequence #:** \_\_\_\_\_  
**Current Bld/Level:** \_\_\_\_\_ **Current Room #:** \_\_\_\_\_  
**New Bld / Level:** \_\_\_\_\_ **New Room #:** \_\_\_\_\_

**Departments Required:**    **ENV SERV**     **KEYS**     **MAINT**     **COMPUTERS**     **PHONE**

		Arrival Time	
Contact Number: ext. 2309			
ENVIRONMENTAL SERVICES	Quantity	Disposal?	
Bookcases			
Desks			
Chairs			
Filing Cabinet			
# of Boxes			
Pictures			
Computer			
Number of Boxes Required:			
<b>Notes:</b>			

		Arrival Time
Contact Number: ext. 4030		
KEYS / MAINTENANCE		
# of Keys Needed		
Disassembly/Reassembly		
# of Picture/Whiteboard Hanging		
<b>Work Order #:</b>		
New Network Drop Needed		
New Phone Drop Needed		
New Lights Required		
Repairs/Paint Needed		
<b>Notes:</b>		

		Arrival Time	
Contact Number: pager 650-3913			
COMPUTERS	Quantity	ITS#	New/Exist
<b>Computer - 1</b>			
Current Jack #:			
New Jack #:			
<b>Computer - 2</b>			
Current Jack #:			
New Jack #:			
<b>Printer - 1</b>			
Current Jack #:			
New Jack #:			
<b>Notes:</b>			

		Arrival Time
Contact Number: ext. 4888		
PHONES / FAX		Yes/No
Existing Phone Set to be Moved		
New Phone Set Required		
New Jack Set-up Required		
Existing Fax Line to be Moved		
Existing Fax Number:		
New Jack #		
<b>Notes:</b>		

## AUTHORIZATIONS

1. Departmental: \_\_\_\_\_

2. Joint Planning: \_\_\_\_\_