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

Move Application Form

Policy 05-135, Appendix C

Site: KGH

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

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

For JPO Use Only

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

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 ☐

Contact Number: ext. 2309

ENVIRONMENTAL SERVICES	Quantity	Disposal?	Arrival Time
Bookcases			
Desks			
Chairs			
Filing Cabinet			
# of Boxes			
Pictures			
Computer			
Number of Boxes Required:			
Notes:			

Contact Number: ext. 4030

KEYS / MAINTENANCE	Arrival Time
# of Keys Needed	
Disassembly/Reassembly	
# of Picture\Whiteboard Hanging	
Work Order #:	
New Network Drop Needed	
New Phone Drop Needed	
New Lights Required	
Repairs/Paint Needed	
Notes:	

Contact Number: pager 650-3913

COMPUTERS	Quantity	ITS#	New/Exist	Arrival Time
Computer - 1				
Current Jack #:				
New Jack #:				
Computer - 2				
Current Jack #:				
New Jack #:				
Printer - 1				
Current Jack #:				
New Jack #:				
Notes:				

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 #	
Notes:	

AUTHORIZATIONS

1. Departmental: _____ **2. Joint Planning:** _____