

NAZARETH UNIVERSITY MOVE REQUEST FORM

Please Submit This Form to the Facilities Department
Attention: Michelle Civiletti

LAST NAME	FIRST NAME	PHONE	EMAIL
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DEPARTMENT	TITLE	BUILDING
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STATUS	Faculty	Staff	New Hire	Full-Time	Part-Time	START DATE
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

EXISTING LOCATION	NEW LOCATION	DATE REQUIRED
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JUSTIFICATION

PRINTED NAME
AUTHORIZATION REP APPROVAL

VP/ DEAN/ DEPARTMENT HEAD	DATE
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SIGNATURE

ASSISTANT DIRECTOR FACILITIES	DATE
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VP FINANCE & ADMINISTRATION	DATE
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***Approval signatures above does not indicate the project is going to be scheduled. Facilities will schedule based on funding approval from the Vice President for Finance & Administration and after review of operational priorities.*

Facilities use only

OFFICE MAINTENANCE

Carpet	Paint	Blinds	Shelves	Signage	Cleaning	Keys	Phone	Furniture	Boxes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Facilities Notes and Comments

**All moves and office setup requests require a minimum of three weeks' notice.
**All summer moves, new hire prep, and office setups are due to facilities by April 30th.
**Scheduling and time frames of all moves will be determined by the facilities team.