

NAZARETH UNIVERSITY MOVE REQUEST FORM

Please Submit This Form to Campus Operations

Attention: Brian McGahan

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
	☐	☐	☐	☐	☐	

EXISTING LOCATION	NEW LOCATION	DATE REQUIRED
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JUSTIFICATION

PRINTED NAME

AUTHORIZATION REP APPROVAL

VP/ DEAN/ DEPARTMENT HEAD

DATE

APPROVAL SEQUENCE
& SIGNATURES

SENIOR DIRECTOR CAMPUS OPERATIONS

DATE

PROJECT MANAGER FACILITIES

DATE

***Approval signatures above does not indicate the project is going to be scheduled. Facilities will schedule based on funding approval from the Senior Director of Campus Operations & Auxiliary Services and after review of operational priorities.*

Facilities use only

OFFICE MAINTENANCE

Carpet	Paint	Blinds	Shelves	Signage	Cleaning	Keys	Phone	Furniture	Boxes
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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.

