



# GADSDEN STATE COMMUNITY COLLEGE

## Moving Services

### Move Request Form

### For College Property



Use this form for approval of moving services—**does not include surplus property**. Please submit a Fixit work order request at least 10 working days prior to the requested move date. Visit <http://fixit.gadsdenstate.edu/portal> to submit a work order request and attach this **completed** and **approved** form to that work order ticket.

Please provide drawings and diagrams as necessary and attach those to the work order request ticket also. Moves will be scheduled on or as close to the requested date as possible. Large moves will require advanced planning to schedule resources. NOTE: **ONLY** College owned properties will be moved, no personal items.

DATE: \_\_\_\_\_ REQUESTED MOVE DATE: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_ DEPARTMENT CONTACT: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

DEAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*\*\*Department Responsibility includes the following\*\*\*\*\***

The contents of all file cabinets, desks, and bookcases must be packed prior to your move date. Label everything clearly with name and new location. **A successful move is best achieved by good planning.**

Item Description Include # of items For example: Boxes of xxx (10)	Tag or Serial # (If Serial # or Tag # exists)	From Building Room #	To Building Room #