

**BERKELEY UNIFIED SCHOOL DISTRICT  
Plant Operations Department**

**MOVE REQUEST FORM**

This form can be used to request a site to site class room or office move. All other requests must go through purchasing. We only move boxes that are attached to classroom or office moves. Your request does not guarantee service. Please fill in the information that pertains to your type of move, and email or fax your completed form to Greg Williams, Plant Operations Manager (Fax 644-8983). **DO NOT** send this form unless the new site administrator or manager has approved the move. You will be contacted to discuss and clarify the information provided. If you have any questions, please call (510) 644-6858. Thank you.

<b>Site/Department:</b>		<b>Contact Person:</b>	
<b>Date Request Submitted:</b>		<b>Telephone Number:</b>	
<b>Requested Move Date:</b>		<b>Move Type: Classroom, Office, Department, Other</b>	
<b>Current Location:</b>		<b>New Location:</b>	
<b>List telephone numbers that will be moved (if any):</b>			
<b>List the number of data/computer drops needed:</b>		<b>List the number of stairs or is this space accessible by elevator:</b>	
<b>Number of keys needed:</b>		<b>Other services requested:</b>	
<b>Estimate number of boxes needed:</b>			
<b>Estimate number of file cabinets to be moved:</b>			
<p>1) Please provide any other information that may help us help you.</p> <p>2) A sketch set up of room.</p> <p>3) Acknowledgement from new site administrator.</p>			

