

MOVING SERVICE REQUEST FORM

MOVING FROM:

NAME: _____

DEPARTMENT / LOCATION: _____

PHONE#: _____

MOVING TO:

DEPARTMENT / LOCATION: _____

REQUESTED MOVE DATE: _____



LIST ITEMS TO MOVE (including any Furniture, Computers and Printers)
 Attach separate sheet if needed.

1		6	
2		7	
3		8	
4		9	
5		10	

FAX TO: REAL ESTATE DEPARTMENT @ x7619 or x7583
OR EMAIL TO: fdasil1@bart.gov

- 1.) Please make sure to place a label on each item and/or furniture that needs to be moved to a different location (labels will be provided by Real Estate).
- 2.) Please indicate each item and/or furniture that needs to be disposed by placing a label with the word "disposal" on it.
- 3.) Real Estate does not coordinate disposal of non-working computers. Please contact IT Help Desk at 7108 and if it is approved for disposal, you may dispose these items at any of the e-waste sites. Non-working monitors can also be disposed at any of the e-waste sites.
- 4.) Real Estate will coordinate with IT for move and reconnection of computers and printers.
- 5.) For Telecommunication, please call x6350 and fill out phone relocation request.

APPROVALS

Department Manager	Signature _____	Date
	Print Name _____	
Executive Manager	Signature _____	Date
	Print Name _____	