SEATTLE UNIVERSITY

Office Move Matrix

Work will be charged via PFF (Project Funding Form) upon approval of the departmental budget manager. There is a one hour minimum labor charge.

See our FAQs and Quick Reference Guide at https://www.seattleu.edu/facilities/faqs/

Submit a work order at https://www.seattleu.edu/facilities/request-services/

Attach completed form to a work order by checking the box next to 'Upload Files'.

| Contact Nan | ne: | | | | Email: | | | For any questions, contact the Facilities Resource Center. | | | | |
|--------------------|------------------------------------------------|------------|------------|----------|--------------------|--------------------------------------|---------------------------------|------------------------------------------------------------|--------------------|-------------------------------------------|------------------------|--|
| Phone: | | | | | Alternate Contact: | | | 206-296-6996 <u>FacilitiesResourceCenter@seattleu.edu</u> | | | | |
| New Occupant(s) | New Occupant Moving From (If Applicable) | To Bldg | To Room | Budget # | Comments | Requested Services (By Room #) | Date Range Available to Move | Carpentry Shelving and Wall Hangings | Paint Requested | Current Occupant(s) (If Applicable) | Facilities Use Only | |
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