

# MATERIAL HANDLING, FURNITURE REQUEST, AND DESTRUCTION OF CONFIDENTIAL DOCUMENTS

Facilities Services can assist you with:

- ✓ moving boxes or furniture;
- ✓ supply of any available surplus furniture from storage;
- ✓ rental of tent tops for special events (**10x10 \$15/day/tent**)
- ✓ pick-up shredding/destruction of confidential documents.

A minimum of 72 hours advance notice is required to effectively handle requests; please allow more time for special or departmental moves. Charges are made against the cost centre for staff or contractors time, lost or damaged goods (e.g. boxes, tent tops).

Photocopiers will require moving by photocopier technicians, please consult with Printing and Duplicating.

*Please ensure that all areas of this form are filled out.*

<b>DEPARTMENT:</b>	<b>COST CENTRE</b>	<b>REQUESTED BY:</b>	<b>TELEPHONE LOCAL</b>	<b>DATE</b>
		<b>AUTHORIZED BY:</b>		
Material Description	<b>WE WILL TRY TO ACCOMMODATE TIME PREFERENCES</b>		<b>MOVE</b>	
	MORNING PREFERRED <input type="checkbox"/> AFTERNOON PREFERRED <input type="checkbox"/>	APPROXIMATE TIME PREFERRED _____ <input type="checkbox"/>	<b>COMPUTER MOVE REQUIRED</b>	
			YES	NO
			From Bldg / Room	To Bldg / Room

**Request for Moving Boxes**

2 cu.ft. Boxes/ Tape Required	Date Boxes/Tape Required	Date Boxes will be Returned
Boxes _____		
Packing Tape _____		
Tape Dispenser _____		

Unreturned boxes will be charged at the rate of **\$3.00/box**.  
 Unreturned rolls of tape will be charged at the rate of **\$2.00/roll**  
 Unreturned tape dispenser will be charged **\$10.00 per unit**.

**FOR OFFICE USE ONLY**

Reference Number
07- 538

Number of Boxes/Tape Returned

<b>Credit Cost Centre:</b>
<input type="checkbox"/> 1-8401-410 <input type="checkbox"/> 1-8400-410 <input type="checkbox"/> _____
Authorization: _____

<b>Cost Centre Charges</b>

<b>INFORMATION TECHNOLOGY NOTIFIED OF MOVE</b>	<input type="checkbox"/>
COMPUTER MOVE COMPLETED - NOTIFY INFORMATION TECHNOLOGY, L.6300	<input type="checkbox"/>
PLEASE INITIAL	