

FLUVANNA COUNTY OFFICE MOVE REQUEST FORM

(Send completed form to Public Works and IT)

1. Requesting Department	2. Moving Date	3. Moving Time
4. Point of Contact for Move		5. Telephone
6. Moving From	7. Moving To	

8. Furniture Inventory

ITEM	QTY	ITEM	QTY	ITEM	QTY
a. Desks		g. Modular Workstations		m. Supply Cabinets	
b. Chairs		h. Lockers		n. Other _____	
c. Tables		i. Boxes		o. Other _____	
d. File Cabinets		j. Coat Racks		p. Other _____	
e. Safes		k. Mobile Pedestals		q. Other _____	
f. Bookcases		l. Partitions		r. Other _____	

9. Computer Equipment Inventory *(Computer equipment must be disconnected and ready to be moved.)*

ITEM	QTY	ITEM	QTY	ITEM	QTY
a. Computer		d. Printer		g. Other _____	
b. Monitor		e. Copy Machine		h. Other _____	
c. Keyboard		f. Other _____		i. Other _____	

10. Special Instructions for Movers

Additional Comments