Project Relocation Scope Information:

- Project Number:
- Brief Project Description and Relocation Scope:
  - Furniture?
  - Equipment?
  - Estimated number of occupants?
- Project Type(s): (Lab, Office, Clinical, Etc.):
- Estimated Move Date(s):
  - Multiple Move Phases?
- Department Relocating:
- Department Contact and Phone Number:
- Origin Information including Building(s), Floor(s), Room(s), and Square Footage
  - Include Floorplans
- Destination Information including Building(s), Floor(s), Room(s), and Square Footage.
  - Include Floorplans and Equipment Floorplans (if available)

Thank you!