**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
	+ Including Floorplans
* Destination information including Building(s), Floor(s), Room(s), and Square Footage
	+ Including Floorplans and Equipment Floorplans (if available)

Thank you!