



Department of Energy

MOVE SHEET

NAME: _____ DATE: _____

ORG: _____ Requested/Scheduled Date: _____

PHONE: _____ Furniture Type: Class A () Unitized ()
Contemporary ()

MOVE FROM: _____ TO: _____ WITH-IN: _____

CONTACT: _____

PHONE: _____

ADMINISTRATIVE OFFICER

CHECK ALL ITEMS TO BE MOVED BELOW:

- | | |
|---------------------------|---------------------------------|
| ____ Executive Desk | ____ Boxes (Number of Boxes) |
| ____ Secretarial Desk | ____ Computer/Typewriter |
| ____ Credenza | ____ Printer |
| ____ Exec Swivel Chair | ____ Floor Matt |
| ____ Secretarial Chair | ____ Lamps |
| ____ Guest Chair | ____ Wastebasket (s) |
| ____ Sofa | ____ Planter (s) |
| ____ Typing Table | ____ Coat Rack |
| ____ Telephone Table | ____ Bulletin/Chalkboards/White |
| ____ Conference Table | ____ Storage Rack (s)/Cabinets |
| ____ Conference Chair (s) | ____ Ergo Workstation |
| ____ Bookcase (s) | ____ Refrigerator |
| ____ Lateral Files | ____ Microwave |
| ____ Vertical Files | ____ Shelving |
| ____ Safe (s) | |

** All times 2 cabinet relocations will be handled by Property Office 586-5201

** Copier relocations contact – 6-4515 or 6-2908

SPECIAL INSTRUCTIONS: