DE ANZA EDUCATIONAL RESOURCES
OFFICE MOVES AND ASSIGNMENT REQUEST

Requesting Name/Dept: _____________________ Extension: ___________________________
Date of Request: ___________________________ Staff/Faculty Name: ___________________
Current Office Location: _____________________Proposed Office Location: ______________

Requested Completion date for relocation________________________________
Earliest date and time relocation can begin _______________________________

Staff/ Faculty Office Moves
Please attach a diagram of the new office, showing requested placement of furniture,
phone and data hook-ups.

Reason for move request: _______________________________________________________
Will take furniture: _____Yes _____No
Will take current phone and exist extension: _____Yes _____No Phone# _______________
Will move Computer/Printer: _____Yes _____No Serial # ___________________________
Special Consideration: _________________________________________________________

New Staff/ Faculty Office Assignment
(This is newly hired Staff/Faculty only)
New Staff: _____ New Faculty: _____
Standard furniture*: _____Yes _____No
Computer/Printer: _____Yes _____No Serial # _________________________
Telephone: _____Yes _____No

http://153.18.97.126/newkeyrequest1.html
*Standard furniture: desk, chair, guest chair, 1file cabinet, shelving/bookcase, trash can and recycle container.

APPROVALS:
Division Dean: ______________________ AVP College Operations: ___________________

Please Note: Plant Services will survey for items such as seismic retrofit of shelving, painting, lighting and
flooring. New shelving, electrical modifications and new flooring are campus expenses and must have prior
approval Division Dean and Director of College Services. Please call Plant Services at x-5438

Educational Resources Office use only
Office Moves/ New Office Assignment
New Faculty: _____ New Staff: _____ Office/Number: _____ New Phone: ______
Keys #: _____New Furniture: _____ New Computer/Printer: _____ Others: ____________

Please return form to College Operations, c/o Sally Gore