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| **Relocation Request*****Please note, all moves must be aligned to Tāmaki - Ngā Tohu Mahi Matua KPI 2025 and requires up to 8 weeks lead time.*** |
| **Objective:**1. **Provide a structured process for managing internal staff moves**
2. **Ensure physical infrastructure supports new team placements**
 | 1. **Maintain compliance with health, safety, and ergonomic standards**
2. **Coordinate resources and stakeholders effectively**
3. **Minimize disruption to operational continuity**
 |
| **Instructions*** **Please fill in all white sections that you can with as much detail as possible**
* **You must get HoS approval and SLT endorsement *before* submission of this request**
* **Email completed form to** **FMGeneral@unitec.ac.nz****.**
 |
| **Name (s)** |  | **To be filled in by relevant teams:** |
| **Title** |  | **IMS**  | **Cabling / Ports** (new room) | Adequate / Inadequate |
| **Current Department** |  | **Security**  | (old and new location) | Locks / Keys / Swipe |
| **Future Department (if job change applies)** |  |  |  |
| **Current location** (Building – Room) |  | **Infrastructure Operations / FM** | **Physical Move** | 🗆 Internal 🗆 External (🗆 budget approved?) |
| **Future location**(Building – Room) |  |  | **Asset Planning**Layout, drawings, space audit, compliance | Yes / No |
| **IT items to move** (new IT requests need to be logged via Heat, please use FM Move request job number in the ticket) | 🗆 Laptop (add in UNL)🗆 Docking station or PC🗆 Screen/s🗆 MFD🗆 AV screen🗆 Phone🗆 Data showOther | **Assets to store**(no longer required) | Yes / No |
| **Signage / Wayfinding** | Yes / No |
| **Space Cleaning**(old and new location) | Yes / No |
| **Asset items to move** | 🗆 Desk 🗆 (tick if desk is standing)🗆 Chair🗆 Shelves🗆 Filing 🗆 Lockers🗆Under desk pedestalOther.. | **New assets required** (asset request needs to be logged via FM Help, please include FM Move request job number in ticket) | 🗆 Desk🗆 Seat🗆 Shelves🗆 Filing🗆 LockersOther.. |
| **Signed (Employee)** |  | **This request is linked to** Ngā Tohu Mahi Matua (KPIs) 2025It must specifically relate to **Ngā Pou / Measure / Result** |  |
| **Endorsed by relevant Senior Leader** |  | **Approved Property Manager - Tāmaki** |  |
| **Notes** |
| **Alignment to property strategy** |  |
| **Approved General Manager – Operations Mit & Unitec**  |  | **Date booked** |  |