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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**](mailto: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 show  Other | **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 pedestal  Other.. | **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  🗆 Lockers  Other.. |
| **Signed (Employee)** |  | **This request is linked to** Ngā Tohu Mahi Matua (KPIs) 2025  It 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** | |  |