

# Jackson COLLEGE Employee Move/Add/Change(MAC)

**PLEASE NOTE: NO FURNITURE OR EQUIPMENT IS TO BE MOVED PRIOR TO CONFIRMED MOVE DATE.**

## STEPS

1. Fill out form
2. Email [MoveRequest@jccmi.edu](mailto:MoveRequest@jccmi.edu) to begin the move process
3. IT and Facilities will review and contact requestor with any questions and forward to Leadership.
4. Leadership council member will sign and submit to [MoveApproval@jccmi.edu](mailto:MoveApproval@jccmi.edu)
5. IT and Facilities will notify requestor of move date via Meeting Request in Outlook.

### Questions for the Employee and/or Supervisor:

Name of employee this request for:			
Supervisor submitting this form:			
Please indicate what type of request:	Move <input type="checkbox"/>	Office reconfiguration <input type="checkbox"/>	New Employee <input type="checkbox"/>
Have all employees been notified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<u>Facilities – MAC</u>			
What is the current location/office number?			
What is the new location/office number?			
Will the employee be working in both locations for a period of time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the new location need to be vacated by someone else first? (If yes, who?)			
Is the furniture installed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If not, when?			
Is the furniture in the correct layout? *If the layout is not correct please submit a sketch of how you would like the furniture positioned.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Please check all items that you would like facilities to do for this MAC request: <b>Note:</b> If change furniture, please describe below.	Paint <input type="checkbox"/>	Clean <input type="checkbox"/>	Change <input type="checkbox"/>
	Clean Carpet <input type="checkbox"/>	Replace Carpet <input type="checkbox"/>	Order Furniture <input type="checkbox"/>
Please describe furniture changes:			
Please explain further what you would like facilities to do:			

## IT – Equipment MAC

Is network/power available for the requested layout?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the computer moving with the employee? <b>Please Note:</b> When moving internally, equipment stays with position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Will employee need new equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, please select one of the following <b>Please Note:</b> Student employees typically receive older equipment (desktops) as IT recycles equipment from classrooms.	1 LCD + Desktop <input type="checkbox"/> 2 LCDs + Desktop <input type="checkbox"/> 1 LCD + Notebook <input type="checkbox"/>		
Please explain what you would like IT to do:			
Does the phone need to be moved? <b>Please Note:</b> Telephone extensions stay with positions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, what is current extension?			

Please email the completed form to [MoveRequest@jccmi.edu](mailto:MoveRequest@jccmi.edu) to begin the approval process.

\*If the layout is not correct please submit a sketch of how you would like the furniture positioned below.

**FOR IT AND FACILITIES USE ONLY:**

Reviewed date:

Facilities Work Order Number(s):

Information Technology Work Order Number(s):

Estimated Costs: