

# OFFICE TURNOVER REQUEST

Please submit this form to Facilities Management.

**Important Note:** Vacant offices need to remain within the current Division/Department. Any deviation or exceptions will require approval from Facilities Management and EVP prior to move.

- Office Vacancy Date: \_\_\_\_\_
- Department: \_\_\_\_\_
- Division: \_\_\_\_\_
- Building: \_\_\_\_\_
- Office Number: \_\_\_\_\_
- Name of Employee Vacating: \_\_\_\_\_
- Date of New Occupancy: \_\_\_\_\_

**Furniture Needs - Please Contact Daniel Robles at [drobles@warnerpacific.edu](mailto:drobles@warnerpacific.edu)**

Special Instructions/Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approvers Name & Title: \_\_\_\_\_

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## Office Use Only:

- Facilities Services Recommendation:
  - Repairs needed \_\_\_\_\_
  - Carpet Cleaned  Replaced 
    - Paint  Color: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Date Completed: \_\_\_\_\_