

**FACULTY OF HEALTH SCIENCES - FURNITURE MOVE & DISPOSAL REQUEST FORM**

RETURN FORM TO: [furnituremovesmcmaster@hhsc.ca](mailto:furnituremovesmcmaster@hhsc.ca)

REQUESTOR:  EXT. #

DEPARTMENT:  ALT. EXT. #

CONTACT PERSON:  FHS I.D. #

DATE REQUESTED:   
(Scheduled based on availability)

REMOVE ITEM(S) FROM:  DELIVER TO:

REMOVE ITEM(S) FROM:  DELIVER TO:

ADDITIONAL COMMENTS/INSTRUCTIONS:

DESK: PLEASE **INDICATE QUANTITY** FOR EACH YOU NEED MOVED

STAND ALONE     WITH HUTCH     L-SHAPED     SYSTEMS FURNITURE

LIST OTHER ITEM(S):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

LIST ITEM(S) TO BE STORED:

<input type="text"/>
<input type="text"/>
<input type="text"/>

LIST ITEM(S) TO BE DISPOSED OF (including bulk disposal):

<input type="text"/>
<input type="text"/>
<input type="text"/>

STORED TEMPORARILY FOR REQUESTOR  PERMANENTLY STORED IN FHS CAGE

APPROVAL TO STORE ITEM(s):       YES     NO

**Note:** Furniture Moves cannot be directly charged to FHS Research accounts by Corporate Services. Requests submitted using a research account will not be processed. (i.e.: Accounts beginning with 8)

ACCOUNT # (& Sub-Code) TO BE CHARGED:

**FOR INTERNAL FURNITURE MOVES USE ONLY**

HOURS  + DISPOSAL FEE  =