



MEDICAL COLLEGE OF GEORGIA REQUEST FOR MOVING SERVICES

Revised 08/29/05

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TO: Materials Management, Asset Management/Moving Services Date: _____

FROM: Department Name _____ Has Dept. Completed? ☐ Yes or ☐ No

Dept. ID _____ Move Date Requested: _____

Dept. Contact Person _____ Phone Number _____

Department Assistant Property Control Officer: _____

*THIS FORM IS USED TO TRANSFER OR SURPLUS PROPERTY. All property to be moved must be on this Moving Request form and the attachment (this includes property valued under \$1000). Check your Department Property Inventory and make changes to your list for property valued over \$1000. Send Moving Request to Melvin Jones/fax 1-2189 or mail HSB334. Move will be scheduled on or as close to the requested date as possible. Large moves will require adequate advanced notice to schedule (at least 7 days). Equipment used in patient care or research area must be certified that the property has been **DECONTAMINATED**. (Attach [Decontamination Form](#))*

☐ Check if property will be transferred to another department (multiple departments need individual forms).

A. If checked, New Department Name: _____ Ext. _____

B. New 8-Digit Department ID: _____

C. New Department Assistant Property Control Officer:

Name : _____ Signature: _____

☐ Check, if property is declared surplus

D. Department Assistant Property Control Officer:

Name : _____ Signature: _____

E. Moving Services Signature: _____

*******Department Responsibility Includes The Following*******

- Insure confidential information is deleted from computer hard drives.
- All file cabinets, desks, and bookcases must be unloaded before moving.
- Packing and unpacking of boxes (Weight of a packed box should not exceed the lifting capacity for one person).
- Insure Appliance contents have been removed.
- Insure Appliance has been defrosted and cleaned.
- Insure Appliance is cleared by Radiation Safety, ext. 1-9826 (Attach [Decontamination form](#))
- Insure Appliance is biologically cleared by EHOS, ext. 1-2663 (Attach [Decontamination form](#)).
- Insure Radiation and Biological Stickers/Emblems are removed from property.
- Moving personnel cannot move chemicals and radioactive items.
- If relocating, please fill out Relocation Form at www.mcg.edu/facilities/planning/relocfrm.htm

For information on property record numbers, call Asset Management at 1-2154.

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