

Facilities Use Only		DATE:	PROJECT #:	PROJECT NAME:
Furniture Services Form				SEATTLEU
PROJECT DATA	Requestor's Name: _____		Date: _____	
	Phone: _____ Email: _____		Budget Amount: _____	
	Department: _____		Request Location: _____	
REQUEST TYPE	<i>Check all that apply - Then provide appropriate information below</i> <input type="checkbox"/> MOVE FURNITURE <input type="checkbox"/> REORGANIZE FURNITURE <input type="checkbox"/> REMOVE FURNITURE <input type="checkbox"/> DAMAGED FURNITURE <input type="checkbox"/> REQUEST SURPLUS FURNITURE <input type="checkbox"/> NEW FURNITURE <input type="checkbox"/> OTHER			
MOVE FURNITURE	Note that furniture is assigned to the office and does not move with occupants without prior approval from Facilities Design + Construction Furniture Description: _____ _____ From: Building: _____ Room Number: _____ To: Building: _____ Room Number: _____ Reason For Move : _____			
REORGANIZE FURNITURE	Facilities Design + Construction will evaluate the space and propose a way to meet your goals while meeting ADA and other code requirements Furniture Description: _____ _____ Goals for Reorganizing Furniture : _____ _____			
REMOVE FURNITURE	Each office must maintain a basic set of furniture but additional items maybe removed to surplus if not needed. Furniture Description: _____ _____ Reason For Removal: _____			
DAMAGED FURNITURE	Damaged furniture can often be repaired or replaced under warranty. There should be a label on the underside that will provide warranty information. Please attach a photo of the damage and the label Furniture Description: _____ _____ Description of Damage: _____ _____			
REQUEST SURPLUS FURNITURE	Requests for surplus furniture will be filled as an item is available. We maintain a waitlist; if we do not have the requested item in surplus currently, we will contact you when the item is available. Items requested: _____ _____ Is this replacing an Item? Yes <input type="checkbox"/> No <input type="checkbox"/> If so describe: _____ _____ Goal: _____ _____			
NEW FURNITURE	Facilities Design + Construction specifies new furniture, obtains quotes, places orders and handles installation. Request over \$5,000.00 will be assigned as a project and will require a budget transfer; for smaller requests we will assign a Procure cart to you. New furniture Scope: _____ _____ Furniture goals and needs: _____ _____			
OTHER	Discription: _____ _____			

When the Furniture Service Form is complete please email it to furniture@seattleu.edu Please attach any additional information that maybe useful.