

Instructions for Equipment Move Form

* In an effort to streamline the office move request process, the following guide and documentation will help County staff identify and plan for their employee’s office needs. Below is a listing of information that will need to be provided by the requester, who needs to be a staff supervisor, and have department head approval before making this request. The request must allow for 10 business days for the Facilities and IT Departments to plan accordingly. Once Facilities and IT have approved the request, it will be placed on the “Move” calendar for coordination and follow-up. All department heads will have access to view the “Move” calendar for planning purposes. To insure timely processing of your request, have all employees’ office supplies and personal affects boxed up prior to day of move. If not, we will need to reschedule based on other requests. If you have any questions during this process, please contact Facilities/IT as needed. Thank you for your cooperation and understanding to help improve this process for the County.

- 1. Go to waynegov.com/move to get the form. Links to the form can be found on the Waynegov.com website under Human Resources, Facilities and Information Technologies. It is also listed in the common forms under the employee portal.
- 2. Click on the Download link

Complete the Move Form

- 3. This will open up a new page.

The screenshot shows a web browser window with the URL <https://waynenc.seamlessdocs.com/f/move>. The page title is "Office Furniture and Computer Equipment Move Form". On the left, there is a sidebar for "WAYNE COUNTY County of Wayne" with contact info: paperless@waynegov.com, 224 E Walnut Street, Goldsboro, NC, 27530, US. Below this is a "Document Signers" list with four items: 1 Supervisor Coordina..., 2 Facilities Approver, 3 IT Approver, and 4 Scheduler. The main form area contains the following fields, all highlighted in yellow and marked with a red asterisk:

- Requested Date of the Move
- Contact Person (Supervisor) Coordinating Move
 - First Name
 - Last Name
 - Phone Number
 - Email
 - Department: Choose One
- Current Location of Furniture and Equipment
 - Building: Choose One
 - Room(s):
- People Moving:

- Please fill out the form completely and carefully. It starts with the requested date of move. Notice it is required. The date requested may not be the move date. The Supervisor, IT and Facilities will coordinate the best date for the move for all departments with the least amount of downtime.

Requested Date of the Move  *

- The next section is the Contact person who will coordinate the move with IT and Facilities. They should be of a supervisor level.

Contact Person (Supervisor) Coordinating Move

First Name: * **Last Name:** *

Phone Number: * **Email:** *

Department: *

For the phone number those with an internal extension (In Court House, County Office Building, Borden Building, Sheriff's Annex, Jail, etc) need only give the four digits. County offices that are off of the County Network such as Solid Waste, WayneNet, etc. will need to give their full 10-digit number.

- Next go to the Current Location of Furniture and Equipment. This is where the equipment is currently located.

Current Location of Furniture and Equipment

Building: *

Room(s): *

People Moving: *

Please list equipment that needs moved. (i.e., desk, desk chair, book case, file cabinet, monitor, computer, phone, scanner, etc.): *

- Choose the building that the equipment is currently in.

Current Location of Furniture and Equipment

Building: *

8. Please list all the Room(s) that have equipment currently in them:

Room(s): 101,102,105,201 *

9. Please list the full names of the people being moved:

People Moving:

John Doe, Jane Doe, James Jones, Sally Smith *

Make sure to give the full name. There are many in the county with the same name

10. Please list the equipment that needs moving in detail:

Please list equipment that needs moved. (i.e., desk, desk chair, book case, file cabinet, monitor, computer, phone, scanner, etc.):

4 desks, 2 book cases, 4 desk chairs, 1 file cabinet, 6 monitors, 4 computers, 4 phones, 2 scanners, printer *

11. List the reason for the move. It may be just for painting or carpet replacement or other reasons. A copy of this request will be sent to the Department Manager.

Please list Reason for the move:

Text input field for Reason for the move. *

12. The next section is the location of the new equipment.

New Location of Furniture and Equipment




Building: Choose One *


New Room(s): *

Choose the building and list the rooms.

13. The last section for the supervisor/coordinator is the signature. Scroll up and down and make sure you have all of your information filled out correctly. On the bottom right of the form there is a Submit & Sign button. Notice the bottom bar:



- a. The first symbol:  is for downloading an original.
- b. The second symbol:  is for printing a copy of the document without signing it.
- c. The Third symbol:  is declining to sign.

14. Click on the Submit  button. If you have missed an answer the screen will scroll up to the first one you have missed with red around the answer.

First Name:

15. If you have completed it it will pop up a window that requests your signature. Fill out your name, Initials and email. You may choose to draw your name or upload a custom signature. Check the acknowledgment box and then click on 'Apply Signature'

Create Your Signature x

Please fill in your name and email and then either draw or type your signature below.

Full Legal Name	Your Initials	Email
<input data-bbox="261 1192 699 1245" type="text" value="John Doe"/>	<input data-bbox="716 1192 808 1245" type="text" value="JD"/>	<input data-bbox="824 1192 1146 1245" type="text" value="john.doe@waynegov.com"/>

Signature Type Type Draw Upload Custom

Signature will be applied to the page. You will have a chance to review after signing.

Apply Signature

I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.

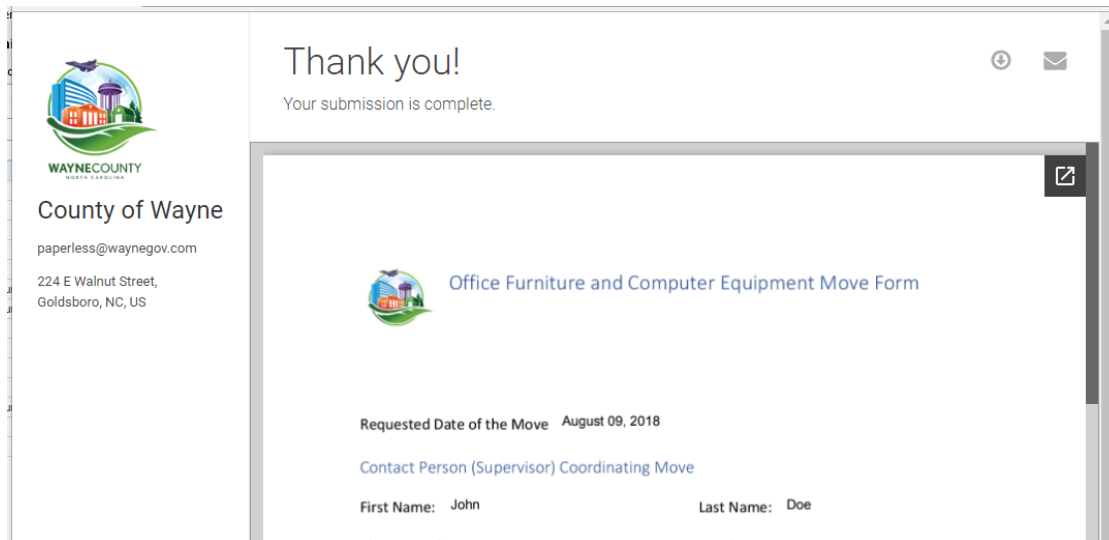
16. Then you will see your signature with date and a button to finalize and submit button. You will be able to save a copy after your submission.



Click on the Button.

17. At this point an email will be sent with a link to the form to be approved by Facilities and IT. Once it is approved a Scheduler will get with the Coordinator, Facilities and IT and come up with the best time for the move to take place.

18. The page will reload as it is submitted and should look something like this:



To Download



To email it to someone.

You may download or email a copy of this form if you need to.

**Note: Copies of the request will be sent to Facilities, It, HR, and the department manager.*