



Forward Thinking, High Achieving.

MCPS Move Request Form

This form is to be used to request items to be moved between schools/buildings. Filling it out completely, following the "Moving Guidelines" and the instructions on this form will assist in completing the move in a timely manner while minimizing the opportunity for lost or damaged items.

Name of Requestor: _____ Summer Phone #: _____

Old Building: _____ Old Room: _____

New Building: _____ New Room: _____

Do you want to be notified when the move is scheduled? _____ Yes _____ No

By what date do you want/need the move to be completed? _____

Furniture Move Approval:

NOTE: If furniture needs to move, the building administrator who will lose the furniture must sign or email approval. Email should be attached to this form. (Office chair can be moved without approval.)

"Losing Building" Administrator's Approval: _____ (Furniture Removal Only)

Description of items to be moved:

(Include the number of boxes, types and amount of furniture, if any.)

Please send the completed form to the warehouse. If you have any questions concerning moving or this form please contact Bill Parker at Ext. 3033.



MCPS Moving Guidance



Follow the steps below for a successful move:

- Purge files and other resources.
- Complete the MCPS Move Request Form
- Boxes are available from the warehouse, central kitchen and administration building.
- Do not over pack moving boxes. If you cannot pick up the box it's too heavy.
- Clearly label all boxes.
 - Label the TOP of the box
 - Use the attached label template to label boxes.
 - Use a black sharpie
 - Please write legibly
- Boxes filled with books should not weigh over 40 lbs. ***Please do not over pack.***
- Boxes should be packed so they can be stacked. Lids must be taped shut.
- Furniture and equipment are not normally moved because in many cases these items are already on hand at the new location. The exception to this rule is the desk chair.
 - If furniture needs to move the gaining and losing building must sign off on the "MCPS Move Request Form".
 - File cabinets must be empty.
- MCPS will not move personal items.
- If an item cannot fit in a box please ensure the item is clearly labeled.
- ***Movers will not take your box if the box is not properly packed. (Examples: The box is too heavy and/or the box cannot be stacked, etc.)***
- If computers are to be moved check with the Help Desk first. Ext. 7777 or helpdesk@mcps.k12.mt.us
 - If approved the computer, monitor, keyboard, mouse, and printer should be disconnected and smaller items boxed.
- Please direct questions or concerns to Bill Parker Ext. 3033 in the warehouse or your supervisor.

Thank you!

School: _____ Room: _____

Name: _____

Contents: _____

School: _____ Room: _____

Name: _____

Contents: _____

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Name: _____

Contents: _____

School: _____ Room: _____

Name: _____

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School: _____ Room: _____

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