

## TRANSITION TO FITZSIMONS

### IMPORTANT DATES FOR DEPARTMENTAL MOVE COORDINATORS

(dates subject to change based upon size of the move)

<b>DOCUMENT</b>	<b>SUBMIT TO:</b>	<b>DUE:</b>
Move Request Packet	Transition Manager	120 days prior to move date
Key Roster (part of move request)	Lockshop	120 days prior to move date
Staff Roster (part of move request)	IT Services	90 days prior to move date
ID Access Forms	ID Access Office	60 days prior to move date
Equipment/Furniture Disposal	SAM	60 days prior to move date
Final Key Roster	Lockshop	30 days prior to move date
Final Staff Roster	IT Services	30 days prior to move date