

MRU FRONTLINE MOVES REQUEST

TYPES OF MOVES REQUESTS:

- New Employee: new employee office setup.
- Employee: existing employee moving to a different office (includes phone, computers, contents)
- Departing Employees?
- Group Moves: moves that entails multiple (more than 5) employee or asset in the same area
- Asset: no employees – only phone, computer, printer devices
- Furniture: furniture moves (installation or removal) that entails movement of IT equipment (such as computer)

NOTES:

- If new furniture is required or surplus inventory needs to be checked, Furniture Procurement-Surplus Inventory request needs to be completed first
- If it is ONLY furniture removal – select Custodial request

REQUESTING A MOVE:

- **Requesting/submitting any of the above move requests is LIMITED to Pre-Approved Moves Submitters.** See Designated Moves Requestor listing below for the contact for your Faculty/Department.
- These move submitters have attended a mandatory training session and have been given authority to request moves for their areas.
- If you have any questions about moves or need to be set up as a moves submitter, please contact the Moves Coordinator at 403-440-5633.

DESIGNATED MOVES REQUESTOR LISTING:

Name	Department/Faculty
Kim Halvorson	Arts
Pam Jonnson	Arts
Sue Torres	Arts
Jody Brown	Academic Affairs Office
Nancy Funke	ADC
Mary-Ann Ciupak	ADC
Melanie Rathburn	Biology
Beverley Kroeker	Bissett School of Business
Janice Illsey	Bissett School of Business
Patricia Gardner	Career Services
Barb Lindsay	Chemistry and Physics
Chris Lovallo	Chemistry and Physics
Rona Reitsema	Child Studies and Social Work
Leona Lario	Continuing Education
Janine Balance	Digital Print Services
Jessica Lee Wah	Education
Brian Sevick	Earth & Environmental Sciences
Cindy Greschner	Earth & Environmental Sciences
Linda Merkl	Economics, Justice and Policy Studies
Tara Shymanski	Economics, Justice and Policy Studies
Megan Kimler	English Languages and Cultures
Angela Spinner	Enrolment services
Cathy Krauss	Enrolment services

Wendy Mayers	Enrolment services
Andrea Hennel	Event and Conference Services
Adele Smith	Finance
Enza Conti	Finance
Ameline Guillot	Governance and Legal Services
Jessica Spicer	Health, Community and Education
Janelle Best	Health and Physical Education
Chenoa Cross	Human Resources
Lyndsey Yake	Human Resources
Maureen Lewis	Information Technology Services
Sarah Block	Interior Design
Brianna Ball	Library
Sharmila Ranabhat	Library
Tejay Gardiner	Library
Amanda Smith	Marketing and Communications
Tammy Olsen	Marketing and Communications
Alan Fedoruk	Mathematics and Computing
Brenda Black	Nursing and Midwifery
Stephanie Patton	Nursing and Midwifery
Julia Johnson	ORSCE
Susan Pankiw	President's Office
Tara Grams	Psychology
Beverley Kroeker	School of Communication Studies
Carla Slavik	Faculty of Science and Technology
Muhammad Syed	Faculty of Science and Technology
Jenny Crump	Student Learning Services
Melanie Busch	Student Learning Services
Diane Bennett	Teaching and Learning
Lisa Minnikin	Teaching and Learning
Michelle Wolfe	University Advancement
Sabrina Rioux	University Advancement
Barbara Russo	Wellness Services
Kayleigh Suggett	Wellness Services
Tracy Garrick	Wellness Services
<i>Listing updated as at March 9, 2019</i>	