

# 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
Irene Frenette	Arts
Jody Brown	Academic Affairs Office
Nancy Funke	ADC
Mary-Ann Ciupak	ADC
Melanie Rathburn	Biology
Jeanie Godfray	Biology
Beverley Kroeker	Bissett School of Business
Janice Illsey	Bissett School of Business
Patricia Gardner	Career Services
Barb Lindsay	Chemistry and Physics
Raphael Slawinski	Chemistry and Physics
Rona Reitsema	Child Studies and Social Work
Anne Johnston	Child & Youth Studies
Eva Gonzalez	Community & Health Education
Elsa Perry	Community & Health Education
Barb Nybo	Continuing Education
Jody Hope	Cougar Athletics & Recreation
Cathy Krauss	Earth & Environmental Sciences
Janette Santos	Economics, Justice and Policy Studies
Jessica Lee Wah	Education

Naomi Jamieson	English Languages and Cultures
Angela Spinner	Enrolment services
Wendy Mayers	Enrolment services
Enza Conti	Finance
Ameline Guillot	University Secretariat Office
Jessica Spicer	Health, Community and Education
Nevada Haun	Human Resources
Chenoa Cross	Human Resources
Jessica Kummel	Information Technology Services
Maureen Lewis	Information Technology Services
Sarah Block	Interior Design
Brianna Ball	Library
Sharmila Ranabhat	Library
Tammy Olsen	Marketing and Communications
Amy McCarthy	Mathematics and Computing
Alan Fedoruk	Mathematics and Computing
Brenda Black	Nursing and Midwifery
Richard David	Payroll
Susan Pankiw	President's Office
Tara Grams	Psychology
Beverley Kroeker	School of Communication Studies
Lori Ostergaard	Student Affairs
Carla Slavik	Faculty of Science and Technology
Melanie Busch	Student Learning Services
Diane Bennett	Teaching and Learning
Shelina Daya	Teaching and Learning
Skye Louis	Trico Changemakers Studio
Barbara Russo	Wellness Services
<b><i>Listing updated as at July 12, 2022</i></b>	