



## Furniture / Equipment / Material Moves

To request a move by the Warehouse, please follow these steps:

- Email either Cory Gilmer at [cmgilmer@aurorak12.org](mailto:cmgilmer@aurorak12.org).
- Include contact information for both sites ('moving to' and 'moving from') and requested date of move.
- Provide information on what is being moved such as 30 desks, 15 boxes, etc.
- Provide locations within the buildings of where the items are and where they are being relocated to

Who is Responsible	
Warehouse	Custodial
Moves from building to building (school/department to school/department).	Moves within the building
Moves of teachers changing assignment within the district.	
Moves from mobiles to main building and main building to mobiles.	
Any required moves outside the district	