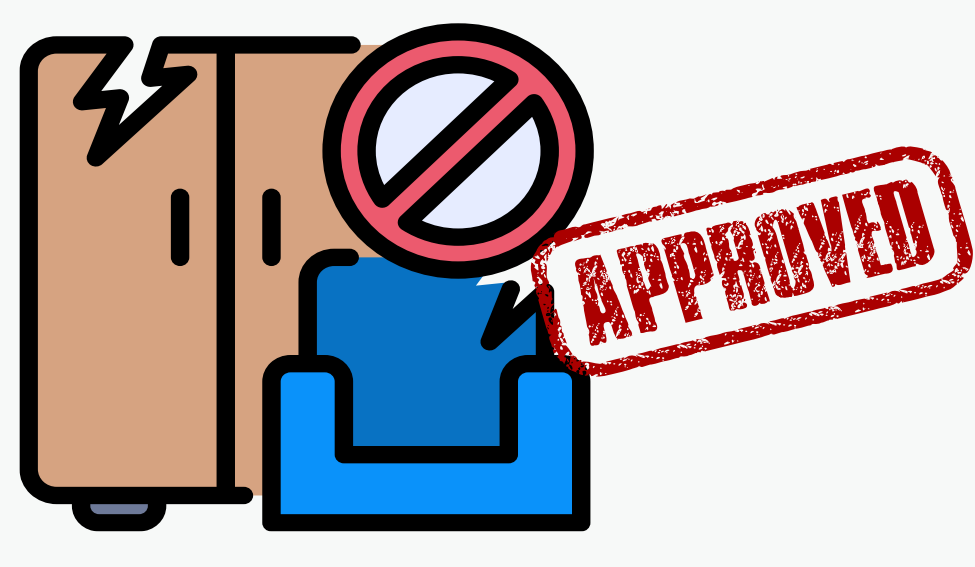
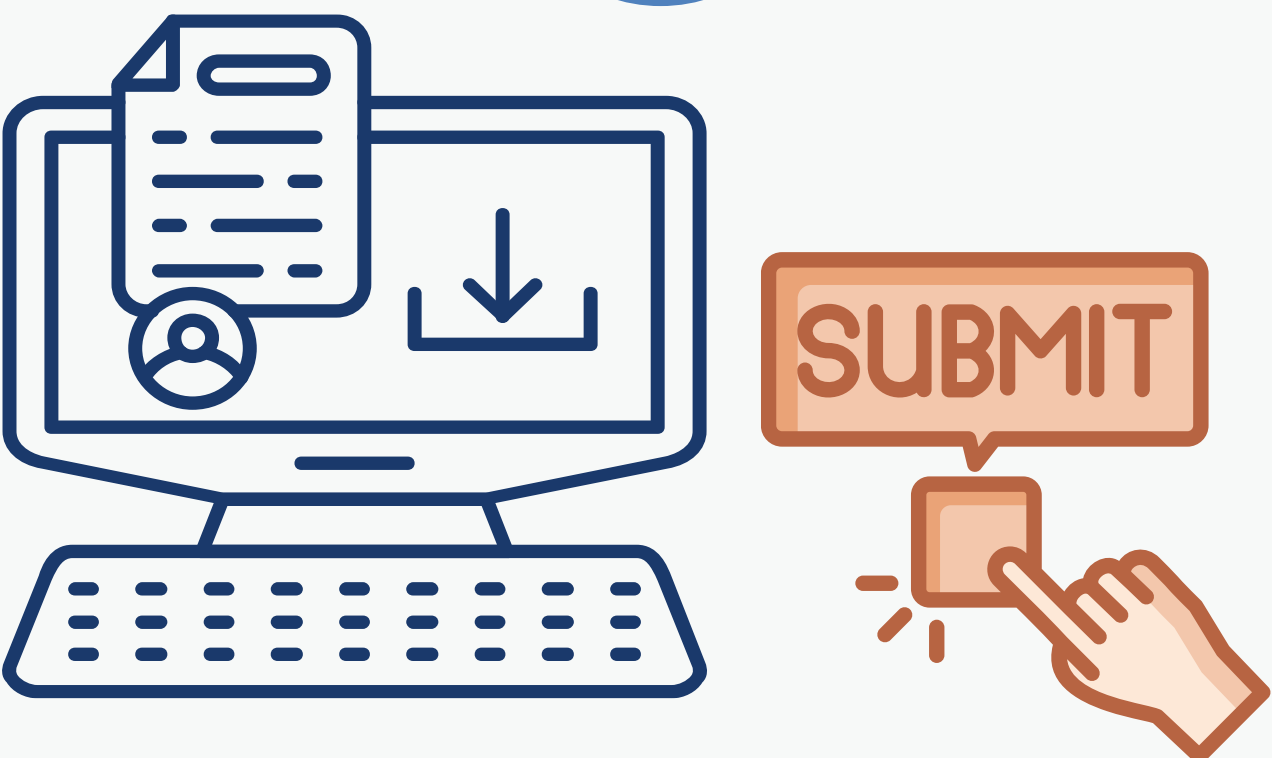
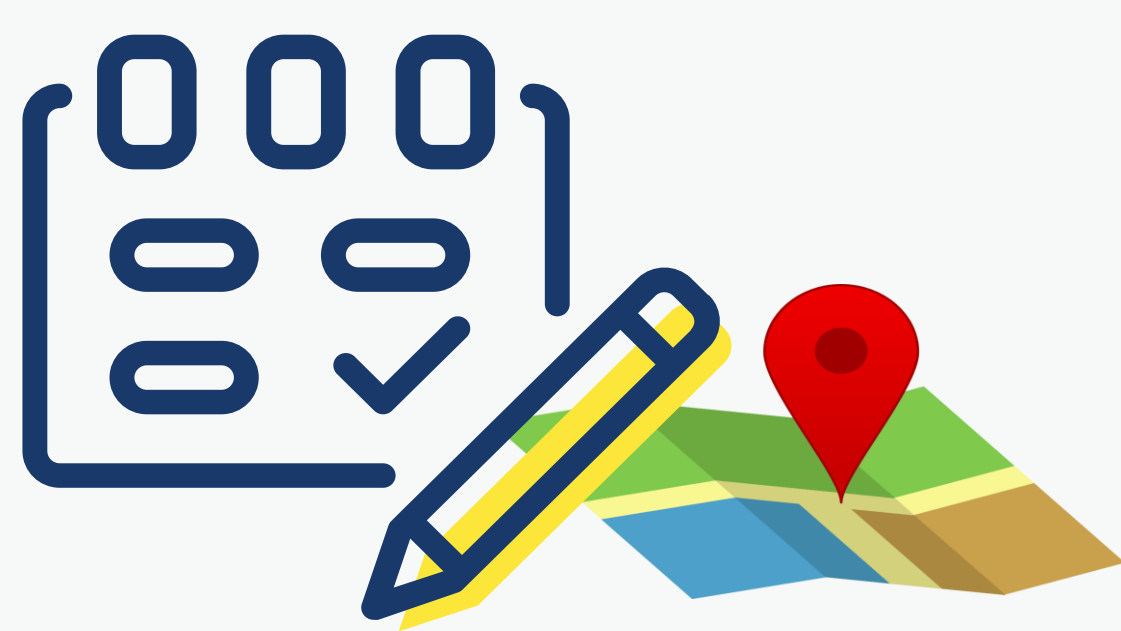
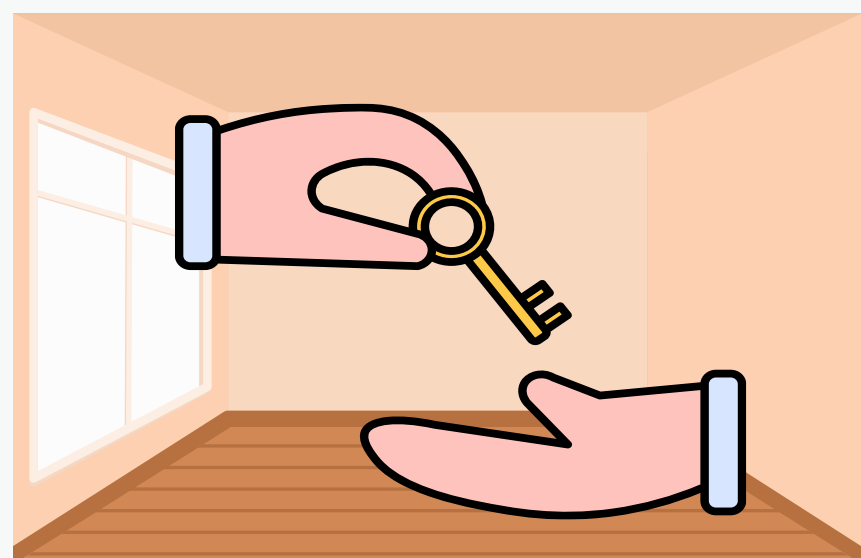


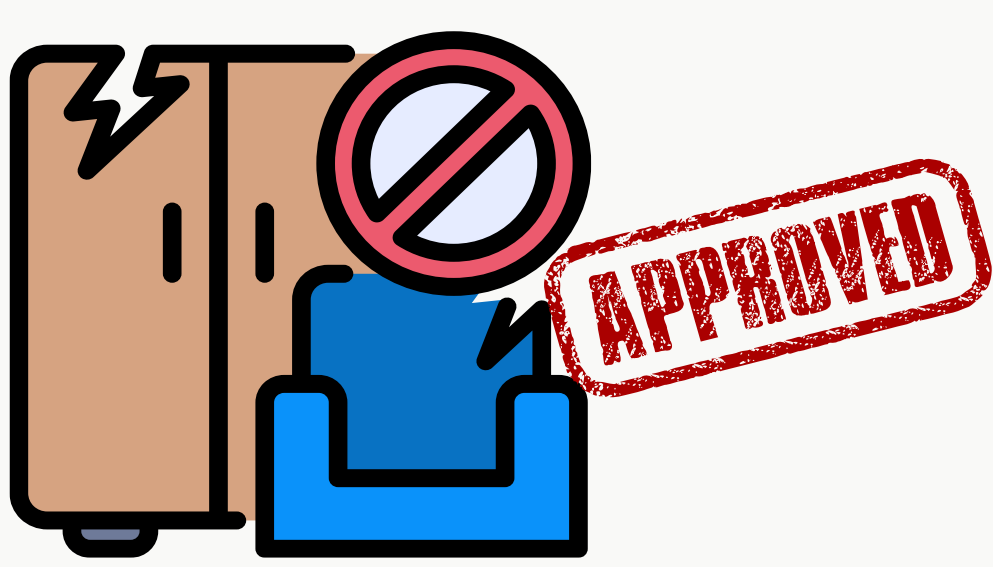
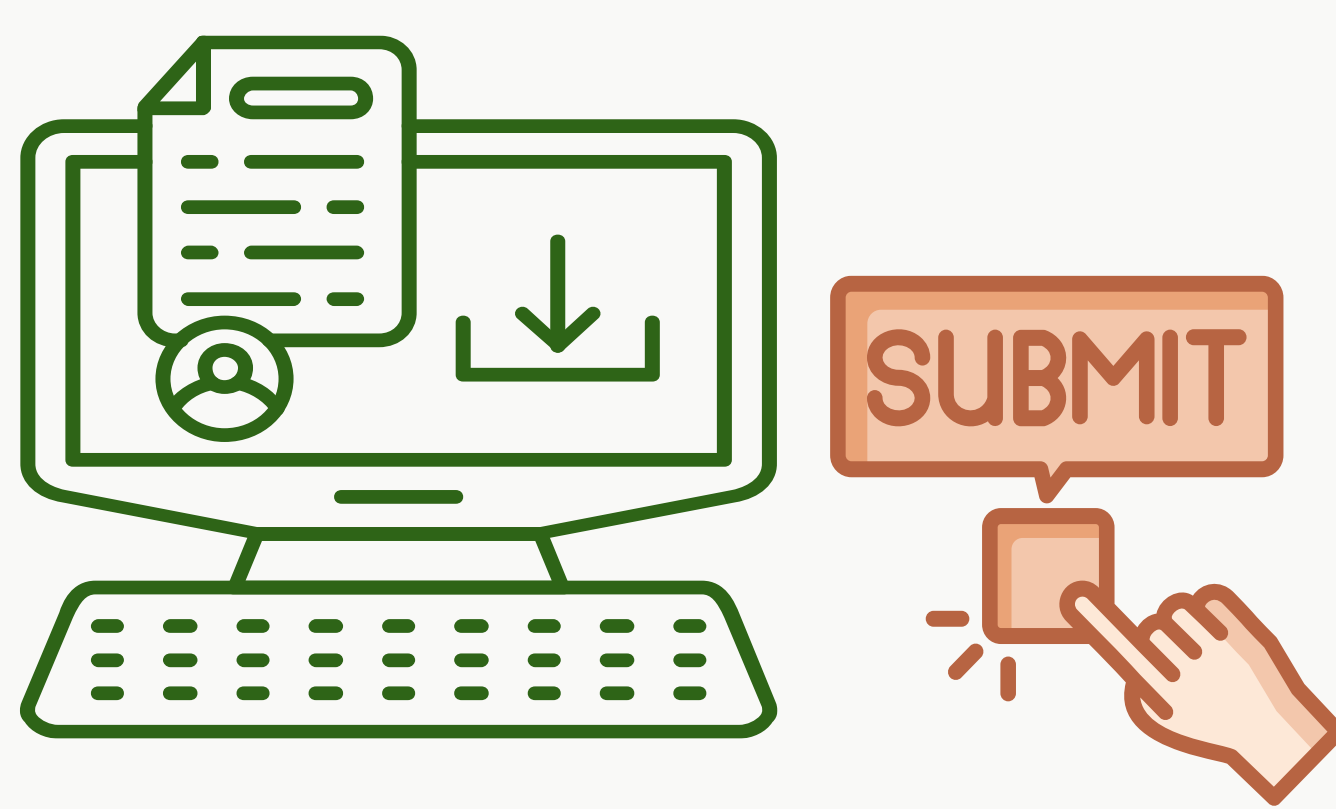
Office Removal Guideline

Please follow the steps below based on your moving scenario to ensure a smooth and organized move.

Scenario 1 Relocation Request by Campus Development Office (CDO)

1	2	3	4	5
 Relocation Notification & Initial Planning ✓ CDO informs the affected AU about the move schedule and requirements ✓ AU reviews the plan and prepare for moving or disposal	 Go Green & Disposal Approval ✓ Follow the "Go Green" procedure for item disposal ✓ Obtain Finance Office (FO) approval for disposal items	 FM Work Order Submission ✓ Submit an FM Work Order to GSS/FMO with: 1) Moving/disposal schedule and item details 2) Completed Form FM/2/170 with photos 3) Approved Asset Disposal Form (if applicable)	 Site Assessment & Procurement Lead Time ✓ GSS checks the item size, quantity and moving route ✓ Allow sufficient time if purchasing approval is required	 Final Handover & Space Repossession ✓ Arrange handover inspection with FMO ✓ Return all keys, access cards and access devices ✓ FMO takes back and secures the vacated area

Scenario 2 Relocation Request by Academic Units (AU)

1	2	3	4	5
 Request Initiation & Move Planning ✓ AU initiates request based on operational needs.	 Go Green & Disposal Approval ✓ Follow the "Go Green" procedure for disposal ✓ Obtain FO approval before disposal	 FM Work Order Submission ✓ Submit an FM Work Order to GSS/FMO with: 1) Moving/disposal schedule and item details 2) Completed Form FM/2/170 with photos 3) Approved Asset Disposal Form (if applicable)	 Site Assessment & Procurement Lead Time ✓ GSS checks the item size, quantity and moving route ✓ Allow sufficient time for procurement approval if needed ✓ All related costs will be paid by the AU	 Contractor Coordination & Execution ✓ GSS coordinates the move and arranges the contractor after procurement approval (if required)