



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PROGRAM SUPPORT CENTER**

SMB USE ONLY
ORDER NUMBER

ONE-STOP-SHOP REQUEST FOR SERVICE

Thank you for your interest in the One-Stop-Shop. To help us better address your needs please complete this questionnaire with as much information as you currently know about your move/renovation requirements. Please return this questionnaire to the One-Stop-Shop of the AOS Space Management Branch, Room 5B-41 in the Parklawn Building or Fax to (301) 443-8151.

CONTACT NAME	NAME OF ORGANIZATION	
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PHONE NUMBER	ROOM NUMBER	NUMBER OF EMPLOYEES INVOLVED IN THIS REQUEST
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PREFERRED START DATE	PREFERRED COMPLETION DATE
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DO YOU HAVE A BUDGET FOR THE PROJECT? *(check one)*
 If Yes, what is the budget? \$ _____ Yes No Not Sure

DESCRIPTION OF PROJECT

DOES THIS REQUEST INVOLVE AN EMPLOYEE MOVE? *(check one)* Yes No Not Sure

ROOM YOU ARE VACATING	ROOM YOU WILL BE OCCUPYING
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DO YOU NEED SWING SPACE? *(check one)*
(A temporary space for employees and/or equipment during a renovation) Yes No Not Sure

ARE YOU TURNING IN SPACE? *(check one)* Yes No Not Sure

DOES THIS REQUEST INVOLVE A RENOVATION? *(check one)* Yes No Not Sure

ARE THERE ANY SPECIAL SPACE CONSIDERATIONS? *(check all that apply)*

<input type="checkbox"/> Conference Room	<input type="checkbox"/> File Room	<input type="checkbox"/> Copier Room
<input type="checkbox"/> Kitchenette/Coffee Room	<input type="checkbox"/> Training Room	<input type="checkbox"/> Other _____

DO YOU HAVE A PROPOSED FLOOR PLAN? Yes No

DO YOU REQUIRE NEW CARPET? <i>(check one)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	COLOR IF KNOWN
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DO YOU REQUIRE NEW VALENCE OR DRAPES? *(check one)* Yes No Not Sure

DO YOU REQUIRE FURNITURE? *(check one)* Yes No Not Sure
 If Yes, what type? *(check any that apply)* Conventional Modular Systems

DO YOU HAVE A BRAND IN MIND? *(check one)* Yes No Brand _____

DO YOU REQUIRE NEW TELEPHONES? *(check one)* Yes No Not Sure

Should you have any questions regarding this form, please contact the One-Stop-Shop at (301) 443-3333.