This form is for requesting Porters for [scheduled indoor event setup and pack-down](#Scheduled_indoor_event_setup), [WEEE recycling](#WEEE_disposal), and [on-campus furniture removals and relocations](#Furniture_removal_office_moves).

Once completed, please submit this form to **ems-helpdesk@essex.ac.uk**

In the event your request cannot be facilitated, you will be contacted via email to discuss further.

Events held outdoors must be arranged via an [Events on campus permission form](https://www.essex.ac.uk/-/media/documents/directories/estates-and-campus-services/event-permission-form.docx).

**Your name:** **Contact telephone number:**

**Your department:**

**Section 1. Scheduled indoor events:**

**Date of event:** Click or tap to enter a date.

**Event name:**

**Room booking start time:**  **Event finish time:**

*Please ensure rooms are booked with sufficient time either side for set up and pack-down. As a guide, one hour either side minimum – for very large events, or any request involving moving seating in the Ivor Crewe Lecture Hall, a minimum of 1 ½ hours either side will be needed.*

**Please check box to confirm you have included set up and pack-down time in your room booking request:** [ ]

**If cleaning is needed at the end of your event, provide your cost code:**

**If room layout is to be changed, select required layout of the room:** Choose an item.

**If you require additional furniture for your event, please refer to the list of** [**furniture available for use on campus**](https://www.essex.ac.uk/student/professional-services/soft-fm-services)**, and state the items and quantity you require below.** *Insert extra rows as needed.*

|  |  |
| --- | --- |
| **Additional furniture item/s required** | **Quantity** |
| *EXAMPLE: Seminar chairs* | *8* |
|  |  |
|  |  |

*Porters’ working hours are Monday to Friday, 7.30am to 2.30pm, excluding Bank Holidays and University closure days. Requests for work outside these hours will be assessed on a case-by-case basis with confirmation by email if agreed.*

**There are associated costs, so for requests outside these hours, provide your cost code:**

**Section 2: Disposal requests for electronic items:**

Electronic items must be recycled via [WEEE](https://www.essex.ac.uk/student/buildings-and-maintenance/waste), which carries a cost, which shall be borne by the department requesting disposal.

**Please provide your cost code:**

List items for disposal below, inserting extra rows as needed:

|  |  |
| --- | --- |
| **Electronic item/s to be disposed of** | **Quantity** |
| *EXAMPLE: broken kettles* | *2* |
|  |  |
|  |  |

**Section 3: Furniture removal and office moves:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/s of furniture** | **Quantity** | **Moving from** | **Moving to** |
| *EXAMPLE: 1600mm desks* | *2* | *SSC.1.40* | *6.003* |
|  |  |  |  |
|  |  |  |  |

*If you are unsure of the room number/s, please check* [*Find Your Way*](https://findyourway.essex.ac.uk/essexc/bcdc98e0-e3c3-11eb-b52e-05a67b7792fc)

*If furniture is being temporarily relocated, you must* [*book a separate room*](https://www1.essex.ac.uk/forms/staff/staff-room-booking.aspx) *nearby for the relocation.*

**For ad-hoc requests, such as furniture movement and recycling collections,** *please refer to the* [*Soft FM Team SLA for Cleaning and Portering Priorities*](https://www.essex.ac.uk/student/professional-services/soft-fm-services) *for timeframes.*

*For oversized furniture that will not fit through a standard doorway, please be aware the Porters are unable to dismantle furniture. This requires a separate request for the Building Team, so please request this via the* *Estates Helpdesk**.*

**Section 4: Further information**

If you have any further relevant information to provide, please add this below:

*
*

If you have a floor plan or photographs to accompany your request, please attach them to your email alongside this form.