

# ARGONNE NATIONAL LABORATORY

## Post-Move Report Form

Welcome to your new office! Please take the time to read through this form and report any problems you may have. Every effort has been made to ensure that your workspace is ready for you. However, in case you have concerns or questions, this form will provide an efficient way to communicate them.

**When you have completed the form, please turn this form in to your Move Coordinator.**

**Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Workstation/Office:** \_\_\_\_\_

**Move Coordinator:** \_\_\_\_\_

**1. Do you have any computer, printer, or network issues?**

- In MCS, ALCF, CELS, or CI, report issues to the MCS Help Desk at:
  - a. [systems@mcs.anl.gov](mailto:systems@mcs.anl.gov)
  - b. (630) 252-6813
  - c. Open Office 2E15 in person
- In CIS, report issues to the CIS Help Desk at:
  - a. [help@anl.gov](mailto:help@anl.gov)
  - b. (630) 252-9999 option 2
  - c. 2B5 in person

**2. Do you have questions related to your telephone service? Contact:**

- John Whennen (2-2727) or [JWhennen@anl.gov](mailto:JWhennen@anl.gov)
- Ann Montefinese (2-2728) or [amontefinese@anl.gov](mailto:amontefinese@anl.gov)
- Office Location 2B2

**3. Do you have any missing crates, boxes or other items? Please report below:**

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**4. Do you notice any problems with your furniture? Do the locks work? Do drawers open properly? Please report any furniture issues below.**

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