

Request for Modular Systems Furniture (MSF)

AGENCY INFORMATION		AGENCY CONTACT INFORMATION	
NAME		POINT OF CONTACT	
PROJECT NAME		PHONE NUMBER	
ADDRESS		EMAIL	
CITY, STATE, ZIP			
SPACE PLANNER INFORMATION			
RESID PROJECT #		PLANNER NAME	
PHONE NUMBER		EMAIL	
MSF INFORMATION			
NUMBER OF WORKSTATIONS		NUMBER OF ROOMS	
PERCENT OF FACILITY ALREADY MSF		MANUFACTURER	
INSTALLATION INFORMATION			
ESTIMATED INSTALLATION DATE		WILL INSTALLATION BE IN PHASES? Yes No	
ESTIMATED OCCUPANCY DATE		IS THE LEASE SIGNED? Yes No	
HAVE SPACE PLANS BEEN COMPLETED? Yes No		IS TYPICAL KNOWN? Yes No	
PLEASE INDICATE THE MSF REQUEST (see Panel Systems - CALCTRA Store for product information)			
Compass MSF Galaxy MSF Reconfigure		Space Planning Waiver	
PROJECT INCLUDES FREE-STANDING FURNITURE (TABLES, CHAIRS, ETC.) Yes No		COORDINATED DELIVERY OF FREE-STANDING FURNITURE IS NEEDED Yes No	
ADDITIONAL COMMENTS/WAIVER JUSTIFICATION			

CALCTRA INTERNAL USE

ACCEPTS THIS PROJECT WITH: Compass MSF Galaxy MSF		ACCEPTS CONDITIONALLY, NEED: Space plan by: Purchase order by:	
MSF MANAGER (916) 358-1739	DATE	MSF COORDINATOR (916) 358-1740	DATE

Waives this project on MSF scope:

PRODUCTS MANAGEMENT SPECIALIST	DATE
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A CALCTRA waiver for MSF is based on the scope provided on this request, if the scope changes and/or there is a change in the time-line of more than 90 days; a new MSF review is required. For MSF projects, General State Agency Exemption Request (SAL-F001) is not needed to request a waiver. To request a waiver for free-standing furniture, General State Agency Exemption Request (SAL-F001) is needed. Email form to MSF.mailbox@calctra.ca.gov