

## 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 - <a href="#">CALCTRA Store</a> 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](mailto:MSF.mailbox@calctra.ca.gov)