

State of Wisconsin

Department of Administration

Division of Facilities Development & Management

DOA-8178 (R01.2019)

VACATE REQUEST

WITHIN STATE OFFICE BUILDING (SOB)

NOTE: Policy & Procedures on page 2

Return Completed/Signed Form (Scan & E-mail) To:

DOA DFM Leasing (DOADFMLEASING@wisconsin.gov)

DOA DFDM BREM Lease Administration

101 E. Wilson Street, 7th Floor

1. Agency Name Department of Workforce Development	2. Division, Bureau and Section Unemployment Insurance	3. Vacate Request # (DOA Use) 20-04
4. State Office Building, Floor(s) &/or Room(s) Wisconsin Public Broadcast Center 3319 W Beltline Hwy	5. Square Footage to Vacate 7,677	6. Check Appropriate Box: <input checked="" type="checkbox"/> Fully Vacating Space <input type="checkbox"/> Partially Vacating Space
7. Requested Date to Vacate Space December 1, 2019	8. Estimated Cost to Ready Vacated Space for New Tenant \$0	

9. Justification for Vacating Space (such as, loss of program or funds).
Attach additional pages, if needed to fully explain.
The Unemployment Insurance Division has vacant space that it is renting at GEF-1, enough to accommodate the consolidation of staff from the ECB.

10. If partially vacating: Need for remaining space to be reconfigured? Need for assistance with space planning?
Type "N/A" if this does not apply.
N/A

11. Description and condition of furniture and/or equipment agency intends to leave in vacated space.
Not leaving furniture or equipment behind

12. Agency Tenant/Lease Coordinator, Phone Number & E-mail Address (type in box to right)
Sean Quinn 608-266-8455
Sean.Quinn@dwd.wisconsin.gov

DocuSigned by:
Margaret McGrath
10/16/2019

13. Agency Tenant/Lease Coordinator Signature (sign and date above this line)
Date

DOA Use Only:

Approved
Approved, based on policy & procedures listed on page 2.
 Rent Continues for 6 months after vacate; thru: May 31, 2020
 Rent Continues for 12 months after vacate; thru:

Not Approved - for the following reason(s):

DOA DFDM BREM Bureau Director Signature (sign and date above this line)
Date
11-8-19