



Operating Protocol & Procedure

Details:

Number: 809

Title: Office and Technology Moves

Category: Facilities

Office of Primary Responsibility: Information Technology Department

Approval Date: 3/16/17

Effective Date: 3/16/17

Revised: N/A

Reviewed: October 2024

Purpose:

To define the process for requesting office moves and logistical changes.

Applicability:

All employees

Definitions:

A move is defined, for the purposes of this operating protocol, as the movement of any furniture, technology, and/or equipment from one location to another. This can be interpreted as moving from one office or building to another or simply moving locations within the same space an item currently resides.

References:

None

Attachments:

- A. Process Flow Chart

Operating Protocol:

In order to ensure the integrity of the technology infrastructure, track the movement of equipment and furniture, and eliminate personal injury caused by lifting and moving heavy materials, any moves of furniture or equipment from one office or building to another or within an area, must be pre-arranged with IT Services and/or Facility Services. Under no circumstance may employees move furniture, technology, or equipment from occupied or vacant offices without prior approval obtained through the "Office and Technology Move Request" form found in Ultimus.

Procedure:

All requests for the movement of furniture and/or equipment and technology to a different location (office to office or within the same area) will require the completion and approval of the “Office and Technology Move Request” found in Ultimus. This form allows for approval and coordination of office and technology moves by making them easier to evaluate, plan and execute.

The requesting office is responsible for all material costs associated with the move.