

Some guidelines for the moves that should be followed:

1. All moves need to be requested 7 Business days in advance from move request date- don't count weekends
2. All moves must be approved by supervisor before sending the request. The approval is not just about moving but being sure that the area/office you are moving to is available- Maintenance and I.S. are not responsible for getting the approval or making sure it has been approved. Once we receive the request we will assume it has been approved.
3. If the office you are moving into has current furniture that furniture must be used, unless the furniture is damaged and not useable. The furniture in your "old" office will be left behind to accommodate someone else. This excludes personally purchased items, or items used for ergonomics.
4. Desks, file cabinets, bookcases, and the like must be emptied into boxes.-Safety of the movers, items and equipment
5. All small personal items must be moved by the requester such as pictures, lamps, clothes etc.
6. Large personal items will be moved by maintenance but maintenance/Shodair is not responsible for lost or damaged items
7. Be aware your requested move date may not be able to be met by maintenance or I.S. and you must remain flexible
8. All moving boxes need to be closed completely, top and bottom- Safety of the movers and items being moved
9. All boxes/totes must be returned to maintenance- Boxes/totes are a significant cost
10. Anything for the move follow up, such as pictures being hung, coat hooks, or a slight tweak in where you want your items should be sent in as a work order. We do try complete the entire move at once but if we have a large amount to do we may not be able to hang items or the like the same day. Also it is useful for the requester to unpack and know for sure what they want and where.
11. The summary portion of the move request should list all items being moved


Pictures of move requests are following.

New Ticket | Office/IT Moves

Please note: Supervisor approval is required before any move requests can be fulfilled. If your request is submitted prior to approval it will be closed and require submission after approval has been granted. Thank you for your understanding:

Title: *(required)*

Summary:



Type something

Knowledge Base Article:

Knowledge Base Article:

Select an article to append

Impact:

1 person cannot work

Status:

New

Owner:

Unassigned

Moving To Office Number: (required)

Who to contact: (required)

Are you moving within your department or changing jobs? (required for access control): (required)

Has a furniture layout request been provided to Maintenance?: (required)

CC List:

[+ Add CC List](#)

Category:

Move Request

Priority:

Medium

Current office Number: (required)

Date and Time of move (minimum 7 days notice is required): (required)

- None
- Manual Date [✎](#)

phone extension of contact person: (required)

Will you be present for the move?: (required)

Will you need moving boxes for your personal items?: (required)

Submitter:

Jessie Drake

Save

Apply Changes

Cancel

CC List:

[+ Add CC List](#)

Submitter:

Jessie Drake

Related Ticket Information

See Also:

[+ Add Ticket](#)

Referrers:

None

Attachments:

[Browse...](#)

[+ Add Another Attachment](#)

Screenshots:

[+ Paste Screenshot](#)

Save

Apply Changes

Cancel