



Policy & Guidelines for Office Moves, Renovation and Reconfiguration

*Information Technology Services
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Policy

Office renovation and/or reconfiguration involves many departments. It is therefore essential that the appropriate departments are notified during the planning stages to ensure a smooth implementation of the plan and continuity of network and telephone services.

Guidelines

1. Create a plan, including appropriate scheduling for the various components of the project.
2. Submit the plan to the following departments for review and recommendations.
 - Facilities and Construction Management
Assists in planning, provides personnel & materials for renovations.
 - Information Technology Services Help Desk
Moving data and telephone infrastructure cabling, revise telephone services and computer accounts.
 - Purchasing
Agent for the acquisition of materials for the project, if necessary.
 - Controller's Office, Inventory Control Unit
Tracks the movement and acquisition of inventory items such as computers, peripherals, desks, cabinets, etc.
3. Implement the revised plan.