

**STANDARD OPERATING PROCEDURE # AES 2.011**

**Subject: Handout for Departmental Moves**

**Purpose and Scope:** To formalize a departmental policy that provides directions for the customer in organizing a departmental move, telecommunications, data, and keys.

**Policy:** In planning departmental moves, the Project Manager (PM) is to provide a copy of this SOP to the customer.

**Procedures:**

1. Assign one person in the department to be the contact to coordinate all work request, telephone calls, etc. and list that person on the work request. The PM will work with the departmental move contact to coordinate the move.
2. Submit a work request for boxes to Facilities Maintenance.  
All boxes materials should be **labeled** indicating the building and room they will be delivered to.
3. Submit **ONE** work requests to Facilities Management through the campus work order system for moving boxes, furniture, and computer equipment. ITS will be notified by the PM of the moves and the date; however, ITS is no longer responsible for preparation of PC's for relocation.
4. Submit **ONE** work requests to ITS through the ITS work order system for moving the phone extensions. The PM will coordinate and create a document containing the line number, present location, new location and the user name. This information should be obtained by the contact prior to submitting the work order and should be included in the work order. This same information will be submitted through an on-line request to ITS via Nautical/Office Mate for email changes.
4. Do not include items such as shelving, brackets, chalkboards, etc. to be moved. These items will stay in their present location.
5. The above information which provides new locations, room numbers and occupants will be submitted by the Point-of-Contact (POC) for the department for key requests for the new area for each employee. The POC will coordinate with the PM to return keys for the current location back to Facilities Maintenance, Building 91, accordance to University Procedure FM 08- key control (FS 1.002).

6. It is the occupant's responsibility to notify key departments such as the Information Center, Human Resources, Safety and Security, Procurement and Contracts, Controller, and the Post Office of the move.

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