Office Moves Policy- 2018

Policy Statement: To ensure a trackable, accountable and manageable process for the move/relocation of faculty and staff of University office spaces.

Reason for Policy: The purpose of this policy to create an authorized process for office moves at the Georgetown Law Center.

Scope of Policy: This policy covers all University Faculty and Staff, with designated office space as assigned by the University.

Audience of Policy: This policy is intended for all University faculty and staff, regarding office moves; whether initiated by the individual of the University Facilities and Faculty Support Staff.

Policy Text:
- Physical Office moves are managed by Faculty Support or Facilities.
- IST does NOT move furniture or personal items.
- IST does NOT coordinate the office move or the location where faculty or staff is being relocated to.
  - For Office moves being conducted where the faculty and/or staff is simply being relocated within Georgetown Law Center Campus, IST will do the following:
    - Unplug Computer and Computer Peripherals.
    - Unplug desk phone.
    - Move computer and computer peripherals to new location.
    - Move desk phone to new location.
    - Reconnect Computer and Computer Peripherals.
    - Reconnect desk phone.
    - Cable management request need to be done through Faculty Support.
    - Special Setups need to be coordinated and instructions provided prior to the installation during normal working hours.
    - Special circumstances to be discussed with IST and Faculty Support Management.
    - Technology Requests, outside of the standard office move, require a separate ticket to be entered and will be handled during a separate visit.
For Office moves being conducted where the faculty is no longer within the Georgetown Law Center (On Sabbatical or Visiting another University), IST will do the following:

- Advise you with backing up your data to Box.
- Advise you with the transferring of files.
- Work with Faculty Support to recover the University Assets assigned to the departing Faculty.

Personal Items will need to be taken by the owner, this includes technology items. IST does not store personal technology equipment.

IST does not provide USB thumb drives or external Hard drives. If these items are required, they will need to be supplied by the Faculty member.
# Hardware Allocated

- **Desktop:**
  - 24" monitor
  - 24" monitor
  - wired keyboard
  - wired mouse
  - external speakers

- **Laptop:**
  - 24" monitor
  - 24" monitor
  - wired keyboard
  - wired mouse
  - external speakers
  - docking station

- **Desktop Phone**
- **Mobile Phone:**
- **Mobile Tablet:**

# Software Allocated

- Windows Operating System
- Apple Operating System
- Microsoft Office Suite
- Adobe Reader
- Box Drive
- Zoom
- AnyConnect (Laptop for VPN)
- Firefox
- Chrome
- Safari (Apple)
- Internet Explorer
- Microsoft Edge
- Windows Defender
- Symantec

**Other:**

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