

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: _____
