

**Policy**  
**Office Moves**

- Date:** June 9, 2009
- Purpose:** To establish a policy of advance notification of office moves to the Information Systems group.
- Scope:** This policy covers faculty and staff at Otis College.
- Discussion:** As the College grows and expands, it becomes necessary to re-arrange office furniture. These moves require advance planning. Often an office will wait until the last minute (the night before or the morning of) to notify the Information Systems group of these moves. This causes a problem for the Information Systems Group. The IS group has many work orders to deal with and has planned their work load days even weeks in advance. With a last minute request such as the office move, the IS group has to re-arrange their work load and often have to tell other users they will have to wait. Lack of planning by the office moving forces the IS group adversely impact other offices.
- Details:** When an office knows that they will need to have computers disconnected, moved, and reconnected they must notify the Information Systems group – end users may not disconnect, move, and reconnect computers, printers, and phones. In order to properly plan, the Information Systems group will need to have a Track-It work order create at least three working days in advance of the move. Work orders of less than three days may or may not be honored.
- Revisions:** 06/09/2009 - Created