

Policy #: 01.007

Policy Title: Computer Move Policy

Responsible Position for Policy: Chief Information Technology Officer

Office/Department Responsible for Policy: Center for Information Technology

Division Responsible for Policy: Office of Finance and Administration

Original Issue Date: 09/29/2017

Last Revision Date: 03/12/2021

Log of Previous Revisions: 01/09/2019

Policy Purpose

This policy defines the responsibilities of CIT staff in the event of office moves due to renovations, repair, or temporary leaves such as sabbaticals.

Policy Statement

If your office is undergoing a move; whether it be due to renovations, repair, or temporary leaves such as sabbaticals; the truckers are responsible for moving all office contents including computer equipment and printers. It would conflict with union work for CIT to perform these duties.

CIT will disconnect computer equipment before the move and reconnect it once it has been placed in its final location but must assess the office's needs in advance. Desk dimensions relative to computer dimensions, appropriate cable lengths and management, and outlet placement must be considered.

Scope

Staff members whose offices are changing location due to renovations, repair, or temporary leaves such as sabbaticals.

Administration

The Chief Information Technology Officer is assigned to administer this policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years.

Procedures

You can place a work order for office moves through Facilities Operations' work order system called TOPdesk, available through OberView (<https://oberview.oberlin.edu/task/all/topdesk>) or by calling the office directly.

To schedule a consultation regarding your office's move, contact the CIT Help Desk by opening a ticket using the CIT Tech Support Portal, available through OberView (<https://oberview.oberlin.edu/task/all/cit-support>).