Instructions for planning simple move - within an office

Location

- Division to confirm:
  - location being moved to is big enough to hold the furniture being moved, plus allowing for movement of people within fire and ergonomic requirements
  - there are a sufficient number of telephone jacks in the new location
  - there are a sufficient number of computer hookups

Costs

- Moves of faculty members (those with an ARP or full-time faculty appointment) and their support staff can be funded by the Department of Medicine
- The cost of moving research staff, post-docs, and students is not typically covered by the Department
- Contact Tim Bulger to discuss mailto:tbulger@ualberta.ca

Keys

- If new keys are required for the occupants they can be ordered using this form

Phones

- Older (non-VOIP) phones have to be moved by telecom, once the request is submitted to Telecom this takes 5 business days. To arrange phone move contact Karen Phillips and provide:
  - the phone number(s) being moved
  - name of person(s) being moved
  - location being moved to, office number and if a phone number is already there then the phone number in that office
- New Voice over IP (VOIP) phones can be moved to any location by the end user and do not require involvement of Karen Phillips or UofA Telecom

Movers

- If more than one person is moving and/or furniture has to be moved contact Tim Bulger to discuss options mailto:tbulger@ualberta.ca

Timelines:

- Keys - 2 weeks
  - new key request can be submitted to facilities and takes at least 2 weeks
- Telephone move - 10 days
  - requested through Karen, allow at least 7 business days
- New telephone jacks - 3 weeks
  - if required, take at least 3 weeks and $300 per jack
Preparation

- Day before move
  - label phone with name and phone number and destination room number
  - label items with room number
  - disconnect computer, wrap cords
  - disconnect telephone, keep with computer