

IT SERVICES POLICY

Policy Name: Computer Move Policy

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Policy at a Glance

- *Involve IT Services as soon as possible in any decision involving the physical move of a computer*
 - *Schedule with IT Services in advance of computers being temporarily moved for both the initial move out and for the move back in*
 - *Do not move computer equipment without prior authorization by IT Services*
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1. Policy Statement

This policy outlines computer moves and related administrative procedures for the divisions of Undergraduate Academic Affairs (UAA) and Student Affairs (SA).

2. Reason for Policy

The need to move computers is a frequent occurrence. Due to the scope of the operation, the geographic dispersion, and the need to maintain location specific naming conventions and inventory: IT Services requires advance notice and coordination of computer moves.

3. Who Should Read This Policy

All users of networks and systems managed by UAA/SA IT Services.

4. Related Documents

Computer Replacement Policy
Technology Purchasing Policy

5. Contacts

<http://its.rutgers.edu/help-desk>

SCOPE

This policy applies to all computer resources of the divisions of UAA and SA, whether located on campus, or at remote locations and facilities. These resources include but are not limited to:

- Desktops
- Monitors
- Servers
- Printers
- Copiers

Note: Departments not covered by this policy are departments supported by the Old Queens technical support team, Recreation Services, and Dining Services.

POLICY

Computer moves

- Department moving to a new location
 - IT Services needs to be involved from the beginning of your moving project.
 - It is important that we ensure that all the locations for the new work area contain all the data ports and electrical outlets that you will need.
 - It is also important for us to be able to verify that the data switch in that building has enough open ports to meet your needs.
 - Not knowing these things prior to your move could result in large unknown expenses that could delay your ability to start working once you move in.
- Room or office is being renovated into a new work area
 - IT Services needs to be involved from the beginning of your renovation project.
 - It is important that we ensure that all the locations for the new work area contain all the data ports and electrical outlets that you will need.
 - It is also important for us to be able to verify that the data switch in that building has enough open ports to meet your needs.
 - Not knowing these things prior to your move could result in large unknown expenses that could delay your ability to start working once you move in.
- Offices receiving new carpet and the desks need to be moved
 - IT Services does not handle the moving of furniture but we must be notified two weeks prior to the installation date to schedule staff to move the computer.
 - IT Services will work with Material Services to have the computers unlocked and moved so they can move the furniture.
 - IT Services will also schedule staff to put the computers back when the carpet install is complete.

IT Office for Undergraduate Academic Affairs and Student Affairs

- Offices are being painted and require the disconnection and move of the computers
 - Depending on the office set up the painters generally moved the desks to the center of the room and cover all the equipment. This generally requires the computers to be shut down and disconnected from all wall outlets.
 - IT Services must be notified two weeks prior to the date of painting so we can disconnect the computers and ensure that they are protected during the painting.
 - When the painting is completed we will reconnect all the computers.
- Staff member is moving to a different desk and would like to have their computer switched.
 - If the computer on the new desk is equal to the computer the staff member was using, we do not necessarily move the computer.
 - All computers are a maximum of 3 years old. This ensures that the computing experience is consistent across all systems. No computer in this environment should be considered “slow” or “broken”. If a computer appears to be this way, it will be reimaged or replaced after testing or review.
 - Computers are moved if that is the least difficult task.
 - All of the person’s data will be moved to the new work location.