

7. Please make sure you disconnect all computer/telephone wires and cables BEFORE the move and pack up any loose electronic items. Distribution Services will not be able to disconnect any electronics during the move. You may want to have the wires plugged in and the outlet numbers noted at the new location so that they can be fed through the furniture. Please contact the IT department for more information at 977-4000.

Guidelines for Cubicles and Movable Walls

Procedures for moves requiring cubicle removal/installation and removal of wall-attached desk

Advanced notice is required.

- Distribution Services will come on-site to inspect the items prior to scheduling the move

NOTE: Work for the following items must be completed prior to the move date:

- Disconnection of IT equipment/hook-ups, data cables. For ITS assistance please contact ITS at 7-4000 to open ITS ticket and coordinate the disconnect and re-connect of computer equipment.
- Disconnection of electricity from cubicles directly attached to the wall and/or electricity running through the cubicle walls. Please open a Facilities service request by using the Facilities Service Request application in My SLU tools or by calling Facilities at 7-2955.

