Information Technology
Office Move Checklist

For any University employee, office area, or department planning an office move, the following list provides items that require planning to ensure a timely and successful move.

☑ **Phone Moves**: for phone\fax line moves where 3 or more lines or individuals are involved, complete the *Telephone Relocation Information Form* using the link below and attach to an IT Help Request. Help Requests can be submitted online at ITHelp.utoledo.edu. Most phone move requests require at least five business days in advance.

  http://www.utoledo.edu/it/TC/PDF_/Telephone%20Services%20Relocation%20Information%20Form.pdf

  For phone\fax line moves involving 1-2 lines, you may submit a Help Request at ITHelp.utoledo.edu and provide the following information:

  - Name
  - Telephone number (419-530-xxx or 419-383-xxxx) for office number or fax line
  - Current location (building and room)
  - New location (building and room)
  - Date service is required for the new location

☑ **Computer Equipment**: for computer related equipment moves within a building and for computer set-up requests, please submit a Help Request at ITHelp.utoledo.edu and provide the following information:

  - Contact name and phone number of the person responsible for the moves
  - Equipment owner name and phone number
  - Current location (building and room)
  - New location (building and room)
  - Current equipment to be moved and/or set-up (computers, network and local printers, copiers, FAX machine, etc.)
  - List new equipment requiring set-up
  - Number of network ports required for the new location
  - Date move or setup is required

☑ **Non-Computer and Computer Equipment**: visit below UT Facilities link to submit a move request for non-computer equipment and for computer equipment that involves moves from one building to another.

  https://www.svlonline.com/scripts/rgw.dll/uotide

For assistance, please contact the IT Help Desk:

UT Main Campus - 419.530.2400 | UTMC - 419.383.2400

Email: ithelpdesk@utoledo.edu
Online: http://ithelp.utoledo.edu