



## Policy #: IT.004– Moves and Relocation of Equipment

**Governed by:** IT Administration

**Approval Date:** November 1, 2016

**Last Updated:** November 1, 2016

**Purpose:** Computer, Laptop, Peripherals and Telephone Moves

### ***Computer Equipment Moves and Relocation Notification***

This policy addresses the procedure for moving and relocating of CEO-issued computer equipment and telephones.

#### ***Summary***

Computers and all related CEO equipment, including telephones, are assigned and located in user specific areas for employee access and are not to be moved without any prior notification to CEO IT Staff via the IT Service Request process. Moving of any such equipment may result in damage and equipment failure and may also pose a threat of injury when moved or installed improperly.

#### ***Procedure***

No employee shall move or relocate any computer, secure laptop or any peripheral (monitors, printers, etc.). All such moves of computer related equipment or telephones must be requested via IT Service Request in a timely manner so that scheduling can be made to accommodate all parties involved.

A telephone is assigned to a specific port designated to its extension and cannot be moved to any other area other than where it has been assigned. Should a move of telephone extension be requested it must be done so through IT Service Request and approved by a program manager or agency director. The moving of a phone extension requires scheduling with our phone vendor to complete and is an expense to the agency. Requestors shall give timely notice of the move as scheduling will depend on the vendor availability.