



IT EQUIPMENT MOVES

NOTE: If there are more than two staff members moving, please note that Executive Technology Services (ETS) will not move any of your equipment. We also don't relocate equipment between buildings. Relocation of more than two staff members should be managed by a move coordinator. All office furniture and material moves need to be handled by Emory Staging or performed by skilled professionals assigned by the move coordinator.

When a staff member moves offices, a designated move coordinator in the department is assigned to facilitate the move details. The move coordinator determines whether Executive Technology Services (ETS) will be needed to hook up the equipment after the physical move. The department or staff person will disconnect all technology assets and the move coordinator will arrange for the physical move with Emory Staging or a moving company. The staff person or department will unpack any boxes. If the move coordinator requests assistance from ETS, an ETS staff member will help connect the technology items so that they function in the new location.

If ETS is needed to connect technology items, the move coordinator will provide the following items via exectech@emory.edu:

- Building and Office number (Move from/Move to)
- Moving dates (Move out/Move in)
- Desired times for breakdown and set up (pre- and post-move)
- List of items to be moved, including:
 - Computers (desktop/laptop)
 - Monitors
 - Keyboards/Mice
 - Peripherals, such as printers
- Confirmation of active data lines in the new location, if needed

After the staff member is in their new location, an ETS staff member will be available to set-up and connect their equipment, if desired, at a time scheduled by the move coordinator in the initial service request.

After the move is complete, as always, please let us know of any issues via the standard method at exectech@emory.edu.