

Office move requests

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This article reviews how to **request a move** for yourself or your team!

See also:

- [College computers: Replacement](#)
- [LITS's Device Support Cycle](#)
- [Move Request Form](#) ↗

Requesting a move

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Please be aware that we **cannot accommodate** moves on **weekends**,

[College holidays](#) ↗, or the last two weeks of August.

2 week minimum notice for:

Single-person moves

No construction

No furniture purchases

8-10 week minimum notice for:

Multi-person moves

Any construction

Any furniture purchases

Requests submitted with **less than 2 weeks notice** will not be accommodated.

In the event that you have an emergency move, please complete the [Move Request Form](#) ↗.

1. Open **Google Chrome**
2. Complete the [Move Request Form](#) ↗
3. **Wait for LITS and Facilities representatives** to contact you regarding next steps

The process

We strive to make the move process as **straightforward yet robust** as possible.

Our goal is to move all items in an organized and thorough manner to help **minimize downtime** and frustration.

[LITS](#) and [Facilities](#) have collaborated on a joint moves process to ensure that all moves, whether for an individual or team, are completed **smoothly and without incident**. This process accounts for many types of equipment.

- Canon multi-function printers
- Computers (e.g., laptops and desktops)
- Furniture (new and existing)
- HP printers
- Networking
- Office equipment
- Peripherals
- Phones

Step-by-step

1. The move requestor (likely you!) completes the [Move Request Form](#)
2. **LITS and Facilities are notified** via shared communication pathways
3. Representatives from LITS and Facilities **contact the move requestor**
 - **Schedule a walkthrough** of the affected space(s)
 - Questions and concerns
4. A timeline is established and communicated
 - **No movers or external contractors will be scheduled until a joint timeline is established.**
5. Affected individual(s) **prepare to vacate** their spaces
6. LITS and Facilities **complete equipment moves** and deployment

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor

