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

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