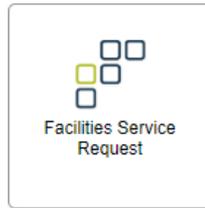


Guidelines for Cubicles and Movable Walls

Procedures for moves requiring cubicle removal/installation and removal of wall-attached desk

Advanced notice is required.

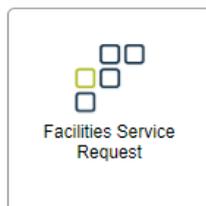
- Please open a Facilities service request by using the Facilities Service Request application in My SLU tools or by calling Facilities at 7-2955.



- Distribution Services will come on-site to inspect the items prior to scheduling the move (two weeks in advance)

NOTE: Work for the following items must be completed prior to the move date:

- Disconnection of IT equipment/hook-ups, data cables. For ITS assistance please contact ITS at 7-4000 to open ITS ticket and coordinate the disconnect and re-connect of computer equipment.
- Disconnection of electricity from cubicles directly attached to the wall and/or electricity running through the cubicle walls. Please open a Facilities service request by using the Facilities Service Request application in My SLU tools or by calling Facilities at 7-2955.



CONTACT INFORMATION

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Information is also available on Facilities Services website at
<http://www.slu.edu/facilities-services-home/departments/distribution-services>