

Distribution Services

Guidelines for University departments

Procedures for moves requiring cubicle removal/installation and/or desks attached to the wall

Provide a minimum of 48 hours of notice prior to the move date. Advance notice is required.

- Distribution Services will come on-site to inspect the items prior to scheduling the move

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

- Disconnection of IT equipment/hook-ups, electric and cubicles attached to the walls

Separate work requests will need to be put through via the following:

mySLU
SLUNet ID and password
Tools

Select the following:

- **IT Service request:**
 - for disconnection of IT equipment, hookups, cables, wires
- **Facilities Services request (through FAMIS):**
 - Cubicles attached directly to the wall
 - Electric running through the cubicle walls

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>