Office Moves, Renovation and Reconfiguration

Issued by: Department of Information Technology

Applies to: All members of the University community

Effective: September 2001

Introduction

Office renovation and/or reconfiguration involves many departments. It is therefore essential that the appropriate departments are notified during the planning stages to ensure a smooth implementation of the plan and continuity of network and telephone services.

Purpose

This document describes appropriate procedures when moving a department or office within the NJCU campus to facilitate the operation-0.0n-0.tio smn-0.n-0.(e)6(l)-10(y)2-0.tio ppn-0.ssible 0. Tc 0 Tw 3.0519.9Td

Procedures

1. Create a plan, including appropriate scheduling for the various components of the project.

2. Submit the plan to the following departments for review and recommendations: