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MOVING CHECKLIST

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IT Move Instruction

GENERAL MOVE INSTRUCTIONS

IS&T will work with the University Office or your department to identify your departments designated Move Coordinator as a central point of contact for your move.

Please check first with your Move Coordinator if you have any questions. They should be notified of any issues which may affect your work group.

Telephones

DO NOT pack your telephone to be moved.

On your scheduled move day, IT contractor will pick up your phone and move it to your new office.

Place moving label in phone with your new room number.