



Policy & Procedures

Office Moves, Renovation and Reconfiguration

Issued by: Department of Information Technology

Applies to: All members of the University community

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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 as smoothly as possible.

Policy

All departments requiring office moves, renovations and reconfigurations must follow the procedures as defined in this document.

Key Performance Indicators (KPIs)

Office Moves, Renovation and Reconfigurations are performed in a timely manner.

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:
 - **Facilities and Construction Management**
Assists in planning, provides personnel & materials for renovations.

- **Information Technology Services Help Desk**

Moving data and telephone infrastructure cabling, revise telephone services and computer accounts.

- **Purchasing Department**

Agent for the acquisition of materials for the project, if necessary.

- **Controller's Office, Inventory Control Unit**

Tracks the movement and acquisition of inventory items such as computers, peripherals, desks, cabinets, etc.

3. Implement the revised plan.

Contact

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