When moving to a new location, either on or off campus, there are many logistical issues. Listed below are items that should be addressed prior to making a move.

1. ______ TELEPHONE SERVICE
   a. New phone required – types of phones.
   b. Activate existing phones.
   c. Sufficient telephone jacks available.
   d. USF Directory listing.
   e. Verizon Directory listing.

2. ______ INFORMATION SERVICES (IS)
   a. Contact IS 90 days prior to move.
   b. Include IS in any discussions with Information Technologies and/or third party vendors to insure HSC standards and connectivity are maintained.
   c. If new equipment or wiring is needed in the new location, allow 90 days to order and receive same.
   d. Due to HIPAA requirements and IS support, it is important for HSC Departments to remain on the HSC network.
   e. If moving off campus, notify IS at least 90 days in advance so that necessary equipment, options and costs can be determined to establish HSC connectivity.
   f. Identify funding source(s) for estimated expenses.

3. ______ PHYSICAL PLANT CONSIDERATIONS
   a. Power requirements.
   b. Condition of new space: paint?, carpet?, ceiling tiles?, etc.
   c. Keys for new space.
   d. General clean up just prior to occupying.
   e. Regular custodial services

4. ______ CENTRAL SERVICES
   a. Change/obtain a Post Office box.
   b. If applicable, establish a Post Office Courier stop.
   c. If applicable, establish Receiving delivery service.
   d. Establish pay warrant distribution point.

5. ______ FURNITURE MOVING
   a. Arrange with movers
   b. Notify Property of new locations

6. ______ If applicable, arrange disposal of hazardous waste from old location.

7. ______ Police Coverage

7/1/02