

USF HEALTH SCIENCES CENTER  
TAMPA, FLORIDA

**HSC RELOCATION CHECKLIST**

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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