



UW Tacoma IT Office Relocation & Moving Policy (updated 7/10/2024)

If you are planning an office relocation or refresh, **you should NOT move your own desktop computer, monitors, printer, AV equipment, or Office Phone.**

Please submit a move request to the IT HelpDesk by email at tachelp@uw.edu or calling 253-692-4416 with at least two weeks advance notice.

UW Tacoma Information Technology **Will only** move the following types of equipment purchased or authorized by UW Tacoma IT:

1. Desktop Computers
2. Monitors
3. Monitor Stands
4. Printers
5. Scanners
6. Docking Stations
7. Office Phones
8. TV's
9. TV Stands
10. Wall Mounts
11. Cameras
12. Soundbars
13. Other UW owned IT equipment not on the list

UW Tacoma Information Technology will **NOT** move the following types of equipment:

1. Non-UW owned IT equipment
2. IT equipment not purchased or authorized to purchase by UW Tacoma IT
3. IT equipment not inventoried by UW Tacoma IT
4. IT Equipment over 50 lbs.
5. Ricoh Printers

*UW Tacoma Computer Services will require WorkTags prior to the move

* All IT equipment or setups that need to be moved will incur an hourly charge for consultation, tear-out, re-installation, testing, and administrative time for orders."

*All moves performed by UW Tacoma Information Technology are made at the requestor's own risk. UW Tacoma Information Technology is not responsible for damage caused by accidents.