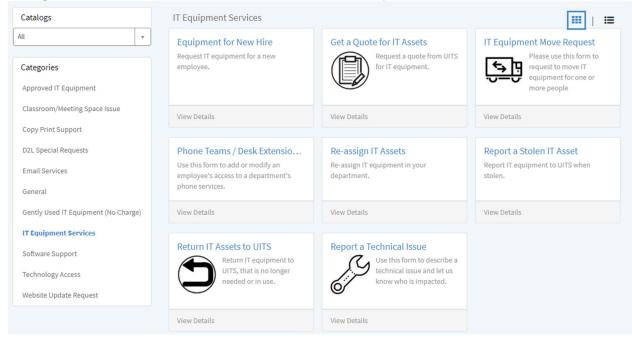
Faculty Office Moves Job Aid

- 1. Use <u>AIM Work Order</u> request if the office they are moving to is vacant and needs any painting done prior to moving furniture in.
- 2. Use <u>AIM Work Order</u> request to move any furniture and boxes from old office to new office or to Surplus. Please label all items with the location for which they are destined.
- 3. Use UITS Service Ticket IT Equipment Services IT Equipment Move Request to move phones or any computer equipment (monitors, docking stations, printers, etc.) to new location or to Surplus. Please label all items with the location for which they are destined.



- 4. Contact <u>dooraccess@kennesaw.edu</u> for any changes to door access including keys and Talon Card access.
- 5. Make sure the Campus Directory is updated.