

# UW Tacoma IT Moving Policy

Updated (11/9/2023)

If you are planning an office move, **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](mailto:tachelp@uw.edu) or calling 253-692-4416.

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. Printers
4. Scanners
5. Docking Stations
6. Office Phones
7. TV's
8. Wall Mounts
9. Cameras
10. Soundbars
11. 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.