

Procedures for moves requiring cubicle removal/installation and removal of wall-attached desk

- Please open a Facilities service request by using the Facilities Service Request application in My SLU tools or by calling Facilities at 7-2955.
- Distribution Services will come on-site to inspect the items prior to scheduling the move (two weeks in advance)
- Disconnection of IT equipment/hook-ups, data cables. For ITS assistance please contact ITS at 7-4000 to open ITS ticket and coordinate the disconnect and re-connect of computer equipment.
- Disconnection of electricity from cubicles directly attached to the wall and/or electricity running through the cubicle walls. Please open a Facilities service request by using the Facilities Service Request application Seruest apce equotoi iy u *hB5cim -5(i).y u *hB5cim -5(i).y u *hB5cim -5(i).1i