**Guidelines for Cubicles and Movable Walls**

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

**Advanced notice is required.**

* 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)

**NOTE: Work for the following items must be completed prior to the move date:**

* 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 in My SLU tools or by calling Facilities at 7-2955.



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| **CONTACT INFORMATION** **Ray Noldon, noldonra@slu.edu, 7-7179** **Information is also available on Facilities Services website at** [**http://www.slu.edu/facilities-services-home/departments/distribution-services**](http://www.slu.edu/facilities-services-home/departments/distribution-services)  |