

Property Management/Moving Service Requests

Move Request (moving property or equipment from/to a specified JSU location)

Submit an iService request through the Facilities website indicating a move request. Choose **Movers** as the Repair Center. Include specific details for the move, including where property is currently housed and where property is going.

While we can handle your moving needs, we require you to:

- Contact IT for computer equipment move needs
- Remove personal and work effects from desks and other furniture
- Remove files from file cabinets.
 - Safety is essential. Moving a full cabinet is a safety risk to employees.
 - Emptying file cabinets also helps prevent damage to your files as well as the filing cabinet itself.

Special Move or Event Request (special setup for an event)

Submit an iService request through the Facilities website indicating a move request. Choose **Movers** as the Repair Center. Include the specific details for the move, including the deadline (at least 2 weeks-notice) for the request.

- Setups that occur outside of Monday – Friday, 8a – 5p will be contracted out. The organizer will be responsible for the vendor's fees.
- Large jobs that exceed our staffing capabilities will be contracted out. The organizer will be responsible for the vendor's fees.
- Events requiring specialized work requests will be contracted out. The organizer will be responsible for the vendor's fees.

Disposal Request (property/equipment pick-up and removal from inventory)

If no computer equipment is listed - Complete the Property/Equipment Disposal form. Create an iService ticket request through the Facilities website indicating a disposal request. Choose **Property Management** as the Repair Center. Upload the completed file to the service request.

If computer equipment is listed - Complete the Property/Equipment Disposal form. Contact IT to remove the hard drive(s). Once an IT rep signs the disposal form, create an iService ticket request via WebTMA indicating a disposal request. Choose **Property Management** as the Repair Center. Upload the completed file to the service request

Interdepartmental Property Transfer Request (transferring tagged property/equipment from/to another Department Head/Location Code's inventory)

Complete the Interdepartmental Property Transfer form. Create an iService ticket request through the Facilities website indicating a property transfer. Choose **Property Management** as the Repair Center. Upload the completed file to the service request.

Property forms can be found at <https://www.jsums.edu/facilities/5897-2/>.

Please feel free to contact the property manager at 601-979-6354 or Tanya.S.Donnell@jsums.edu should you have any questions or concerns.