VSCC Move Process

Leadership Submits
Office Move Request

Facilities & Const.
Manager Verifies Request

Move request approved by Facilities & Const. Mgr.
Requestor is notified and process begins.
Timeline is established for relocation.

Move request denied, leadership
is notified and process stops.

Facilities & Const. notifies
maintenance to update office with
fresh paint and carpet if needed.

Information Technology is
notified about pending relocation and
move ticket is submitted.

Campus Police is notified by
Facilities & Const. for key change.

Maintenance moves boxes
and office items.

Information Technology verifies move
schedule and moves phone, computer, and
changes directory.

Requestor turns in old keys and new
keys are issued by Campus Police
on the official move day.