



Fire/EMS Department Equipment Relocation Procedure

The Technology Information Services Office (TISO) and the Office of Information Technology and Communications (OITC) are responsible for the installation, maintenance, and relocation of all computers, printers, communication equipment, VoIP phones, cellular phones and scanners. Fire/EMS Department personnel relocating or temporarily moving during construction or moving to another work area must communicate the details of the move to The Technology Information Services Office (TISO) prior to the move. **Under no circumstance**, should any computer equipment or peripherals be moved without properly **notifying TISO via the attached Relocation Form below**.

Computers and related peripherals are assigned to the position or station not the person. Therefore, TISO will make the determination if the equipment needs to be relocated. If it is determined that adequate equipment is available at the new location, TISO staff will work with personnel to ensure all files and programs are available at the location.

Lastly, TISO requires a 1 week notice for staff/office relocation to allow for equipment and office audit. This will streamline the moving process to ensure office furniture, data/voice ports and IT equipment are arranged comfortably for the user.

Fire/EMS
Technology Information Services Office
Equipment Relocation Form

Reason for Relocation:

Current Assignment and Location

Date of Request:

Command/Division:

Name:

Room:

Building/Station:

Phone:

New Assignment and Location

Move Date:

Command/Division:

Name:

Room:

Building/Station:

Phone:

Item#	Barcode	Description	Serial#
1			
2			
3			
4			
5			
6			

Please list special software if installed:

Deputy Chief/Manager Signature: