

Requesting to move Classroom Technology Equipment & Wiring Requests

(Computers, Data Projector, SMARTboards, etc.)

Moving technology equipment within a classroom and between classrooms has many potential implications for wiring and connectivity issues that must be assessed by Technology Services. For this reason we ask that you please follow these steps so each move request can be evaluated on an individual basis.

Teacher Name: _____

Room # _____ **School:** _____

Please follow these steps:

1. Principal approves the move, which may involve funds to change wiring. **If approved, enter work order (See #2)**
Before requesting additional wired drops, have you considered how wireless can address your needs?

Principal's Signature: _____

2. **Submit a work order stating a reason for the request. Technology Services will assess what is involved and what wiring may be affected by the move.**
3. **Time and Material costs will be calculated by Technology Services.** The school can decide if the funds are available. Note: Technology Services will only assess costs for the time and wiring materials needed and nothing additional will be assessed.

Items to be moved (Technology Services only): _____

Items cost: _____ **Length of move in feet:** _____

Cost: _____ **Principal's approval for cost:** _____

Technology Services Signature and Completion Date: _____

Technology Services Notes regarding distance the network connection will be moved:

This is dependent on having the necessary available ports. Patch cables in excess of 10 feet are against fire code and IEEE standards.

Please return this form to Technology Services Help Desk.