



Office removals IT sheet

Location details

| Name/department | Current office location | |
|-----------------|-------------------------|--|
| | Port no | |
| | | |
| | New office location | |
| | Port no | |
| | | |

Items to move

| Item | Serial No: (cross out if not present) | Make: | Where? | Left | Right | Position |
|------------------------|--|-------|---|------|-------|----------|
| Monitor | | | Do you want it placed on the left or right of the desk? | L | R | Corner |
| Cpu | | | Is your cpu placed on top of or under the desk? | Top | Under | Any |
| Mouse | | | left or right handed? | L | R | Any |
| Printer | | | Left or right side? | L | R | Any |
| Laptop | | | | | | |
| Docking Station | | | | | | |
| Keyboard | | | | | Yes | No |
| IEC Leads (PAT Tested) | YES | | | | NO | |

Comments

| Was the computer already decommissioned? | YES | NO | Decomm'd by (initials) | Recomm'd by (initials) |
|--|-----|----|---------------------------|---------------------------|
| | | | | |
| | | | | Cleaned by: (initials) |
| | | | | |

