

## COPIER MOVING INSTRUCTIONS- **MOVE @ SAME ADDRESS**

**All copier moves have to be done by Xerox.** If we move a copier and it gets damaged CISD will be responsible for all repairs. Moves are not done by the regular Technician a writing to be scheduled with Xerox's moving team. **This can take up to 3 weeks.**

Complete this form & send to Stephanie Hendershot at [shendershot@conroeisd.net](mailto:shendershot@conroeisd.net) to get the process started.

Equipment ID Number Equipment \_\_\_\_\_  
Serial Number School Name \_\_\_\_\_  
School Address \_\_\_\_\_  
Contact Name Phone \_\_\_\_\_  
Number Email Address \_\_\_\_\_  
Current Location of Machine - Room Number New \_\_\_\_\_  
Location for Machine - Room Number \_\_\_\_\_  
Are there stairs involved? \_\_\_\_\_  
If so, is there an elevator available \_\_\_\_\_  
If there is not an elevator, describe the staircase \_\_\_\_\_

What type of flooring is there in the area the equipment will be picked up from

\_\_\_\_\_

What type of flooring is there in the area the equipment will be moved to

\_\_\_\_\_

Is the correct electrical at the new location (9100's require 220-volt Outlet)

Is there a Data Line at the new location? \_\_\_\_\_

List the Hours of Operations for your location \_\_\_\_\_

Does your facility close for lunch? If so, what hours \_\_\_\_\_

Requested Day/Week for move. Enter a date range not a specific date \_\_\_\_\_

List any Special Instructions for the Movers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_