

RELOCATION SERVICES CHECKLIST

Telephone/Network Port Request

(Recommended Deadline: Complete immediately)

For Pitt Forms

- [Main Technology page](#)
- [List of all University phone and conference services](#)
- [To request telephone and voicemail services, add ports](#)

Pitt Ports can VLAN over to the UPMC network. If you need a UPMC Data or Voice port installed, you must put your access request through UPMC's infonet.

Parking

(Recommended Deadline: Complete immediately – OR – at least 3 weeks prior to move date)

- [Pitt Parking Online Permit Application](#)
- [UPMC Parking](#)

Changes/Cancellations – If you or someone in your department requires a change with their parking arrangements, contact UPMC parking at (412) 647-3194.

Key Requests

(Recommended Deadline: Complete immediately – OR – at least 3 weeks prior to move date)

- [Pitt Key Request](#)
- For BST3 keys please email spacemgm@pitt.edu
- Keys for UPMC managed space require a [UPMC Maintenance Work Request](#)

Pitt & UPMC IDs

(Recommended Deadline: Complete immediately – OR – at least 3 weeks prior to move date)

- PITT ID: You will receive a Pitt Panther Card when you are hired at the University. Panther Card is your photo ID and is programmed to give you access. If you lose your Panther Card you can go to Pitt Panther Central (Litchfield Towers Lobby) and pay \$20 to receive a new one.
- UPMC ID: Your department administrator should complete the ID Request Form on UPMCs Identity Management System (IMS).

Security Access

(Recommended Deadline: Complete immediately – OR – at least 3 weeks prior to move date)

- Pitt Building Access: If you need access to a Pitt secured building, reach out to your department administrator who then can request access through the building manager.
- UPMC Building Access: The department administrator should complete the UPMC Security Access Card Programming Request form. Further instructions are provided on the request form.

Change of Address/Phone/Email

(Recommended Deadline: Complete immediately – OR – at least 3 weeks prior to move date)

- Change your address with [Pitt Mailing Services](#).
- Want to edit your own contact information under "Find People"? Log in to My Pitt (my.pitt.edu), click Profile, then click Manage My Account.
- Do not send change of address forms to the U.S. Post Office!

Moving

(Recommended Deadline: Complete immediately – OR – at least 2 weeks prior to move date)

- Pitt Movers [1 Click](#)
- If the Pitt movers are unavailable for your proposed moved date you may contact [Maroadi Transfer & Storage, Inc.](#)

To schedule a walkthrough to receive a quote for your move:

Michelle Abraham
412-824-4420 Ext 208
michelle@maroadi.com

To schedule move contact:
Mary Maroadi
412-243-4343 ext. 207
Mary@maroadi.com

Environmental Health & Safety (EH&S)

- [EH&S Guidelines](#)

If relocating out of a lab all chemicals and lab equipment must be relocated before move out. Nothing can be left behind. If items are left behind you be billed to have an outside company come in and remove everything. See schedules of [Biology and Chemical Waste Disposal](#).

[Filtech](#), a contracted supplier in PantherExpress, can decontaminate and recertify your Biosafety cabinets.

Surplus Property Warehouse

If you have furniture/lab equipment that is no longer needed, cannot be used elsewhere and is not trash, please contact [Surplus Property](#) for pick up. Submit your request and provide an account number through [1 click](#).

Office of Research Important Links

- [Handbook for New Faculty](#)
- [Checklist for Investigators Leaving the University](#)