

**Process for installation or moves of SMART Board,
Flat Panel, and Projector**

1. Before a requested equipment move or installation of a new SMART board/flat panel /projector, approval must come from the building Principal or Administrator.
2. The building technician or TS secretary will submit a work order for TS Wiring/Intercom support to assess the space for simple logistics (i.e., light fixtures in the way, ceiling fans, wall placement, and electrical needs).
3. If equipment is needed Wiring/Intercom support will assign the ticket to the TS Inventory Control Specialist to order the equipment. Once the equipment is on-site, the TS Inventory Control Specialist will reassign the work order to the TS Secretary who inputs the work order into Asset Essentials for FCS.
4. Once the work order is submitted to FCS, the TS Secretary will send the work order to the building tech with pertinent information.