

## 2. Major Voice and Data Connection Requests

### 2.1 Office Moves and LBP Building Retreats and Seminars

**Service:** Installation, removal or relocation of cabling or jacks, as determined by SXTV in consultation with office move project manager, for telephone, fax, modem and SIGNET connections.

- i) Involves office construction (i.e. changes to location of walls, office space dividers, electrical outlets, etc.)
- ii) Involves moves in LBP Building with no office reconfiguration.
- iii) Ministerial or bureau retreats and seminars **within** LBP Building.

# of Outlets	Advance Notice
a) 1 to 25	1 month prior to date of move
b) 26 to 50	5 weeks prior to date of move
c) 51 to 250	6 weeks prior to date of move
d) 251 and over	Call SXTV (944-3330)

**Note:**

- Embargo placed on all changes to finalized arrangements 1 week prior to occupancy.
- Changes after embargo will be treated as a new service request and will be completed within 5 to 10 working days.

**Authorization:** Director General or Area Manager contacts SRA to initiate process and obtain approval. SRA will contact SXTV.

**General points:**

- SXTV-representative meets with project manager to review and confirm exact requirements.
- External to LBP Building: cabling location must conform

