

# PLAN FOR RELOCATING NON-INVENTORIAL OFFICE EQUIPMENT (NIOE) TO REMOTE WORK SITES

## Eligible Employees

- Employees who are working 100% remotely will be given priority. For those who are approved to work partially on-site by exception, we will work with you to minimize duplicating NIOE items.

## Eligible Ergonomic Items

### IT Items:

- Keyboard
- Mouse / Trackball
- Monitor (Not Desktop)
- External webcam

### Non-IT Items:

- Chair
- Monitor riser
- Wrist/Palm rest
- Mouse pad
- Footrest

## Procedures for Approval and Temporary Removal of Ergo Items

1. Employee will need to obtain their Director's approval to take home office equipment from the eligible list of items above. The [UCLA Equipment Removal Request Form \(PDF\)](#) will need to be filled out and signed via DocuSign. Any requests for non-eligible items will require exceptional approval by ORA Leadership.
2. Approved request form needs to be forwarded to [ORIS](#) for IT items and [OBFS](#) for non-IT items.
3. Employee will need to reach out to the following offices to coordinate removal of items. Monitors will need to be picked up in person from ORIS. Chairs will be delivered by CPM to local remote work sites that are within LA County and immediate outskirts of LA County.
  - IT Items contact: [ORIS Service Desk](#)
  - Non-IT Items contact: [OBFS Operations](#)
4. Employees who need to pick up item(s) from the office, please contact [Aiza Almario](#) to coordinate building access and receive parking information.
5. ORIS/OBFS have a system in place to maintain an inventory log for respective items. This inventory log is maintained to keep track of office equipment taken off site.

## Procedures for Returning Office Items

1. Employee will need to reach out to the following offices to coordinate return of items. All University equipment must be returned upon request by the department, when employee returns to the work-site, or when employment ends. Monitors will need to be returned to ORIS. Chairs will be picked up by CPM from local remote work sites.
  - IT Items contact: [ORIS Service Desk](#)
  - Non-IT Items contact: [OBFS Operations](#)
2. Employees who need to drop off item(s) to the office, please contact [Aiza Almario](#) to coordinate building access and receive parking information.
3. Once items have been returned, ORIS/OBFS will update inventory log for respective items.