

**Employee Questionnaire: After the Move**

Is your office equipment (your computer / monitor / printer) working correctly? If not please describe:

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Is the department equipment working correctly? If not please describe:

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Did you receive all the cables that go with piece of office equipment? (Yours or the department's?)

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Have you been assisted by your IT Department to unpack, organize and install your computer and other office equipment? Do you need help from an IT pro?

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Are you able to receive and make calls on your phone? Do you know your phone number/extension?

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**Business just got easier!**

**Did all your files get delivered to your office? Are you missing anything else?**

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**Have you noticed any power or other types of outlets not working?**

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**Have you noticed any physical damage to your furniture, electronics or files?**

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**Are you able to receive the wireless signal in your new office? If not please explain:**

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**Did you have any expenses or problems you need to report?**

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**Please use this space to communicate anything else you'd like management to know?**

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**Please deliver this form to: \_\_\_\_\_**