

# Chevron/Legacy Noble IT Asset Retrieval Process

## Houston- Harris county and all surrounding counties

1. Gather all issued IT equipment from your home including your laptop (docking station and Monitors if applicable).
2. Contact **Hour Messenger** courier service at 281-497-2218.
3. Tell **Hour Messenger** it is an equipment pickup for Noble Energy/Chevron, provide your name and address and schedule a pickup time.
4. Please notate what equipment is being sent back on the form provided by **Hour Messenger** and sign prior to pick up.
5. The equipment will be delivered back to the Houston campus to be checked in by Noble IT Asset Management
6. All equipment will be sanitized with alcohol wipes prior to being reissued into stock

## Denver county and all surrounding counties

1. Gather all issued IT equipment from your home including your laptop (Docking station and Monitors if applicable)
2. Contact the Denver office mailroom at (720) 587-2215 to coordinate the pickup of Noble Energy/Chevron equipment through **Shamrock Delivery** courier service. (Noble/Chevron will supply Shamrock all boxes and materials)
3. Once scheduled, Shamrock will arrive at the schedule pickup date and time. They will provide a box and packing material upon arrival to put the equipment in.
4. Placing the items in the provided boxes.
5. Once packed the courier will ask for a signature and leave with the package.
6. The package will be delivered back to the Denver mail room to be checked in by Noble IT Asset Management
7. All equipment will be sanitized with alcohol wipes prior to being reissued into stock

## Greeley, Pecos, Dilley, and all other locations outside of the greater Houston, Denver and surrounding counties

1. Call the closest Noble Energy/Chevron mailroom to your location to schedule a UPS Pickup from your home
  - a. Greeley: Contact the mailroom at (970) 304-5333
  - b. Pecos Mailroom: Contact the mailroom at (832) 639-7663
  - c. Dilley: Contact the Houston mailroom at (832) 698-5830
  - d. All Other Locations: Contact the Houston mailroom at (832) 698-5830
2. Noble Energy will send a box and return slip to the user via UPS
3. Place equipment in the provided box and bring to the local UPS store or call UPS for a pickup.

### **Adjusted mailroom hours during the work from home efforts**

Houston mailroom hours: Monday- Thursday 7am-5pm and Friday 7am-12pm

Denver mailroom hours: Monday- Thursday 8:00 am-1pm and Friday-closed

Greeley mailroom hours: Monday – Friday 7am-12pm

Pecos mailroom hours: Monday – Friday 9am-1pm

The asset retrieval process includes the return of both Legacy Noble equipment as well as Chevron issued equipment. Company credit cards can be cut up or shredded and do not have to be returned as they will be deactivated on your termination date. Security badges should be returned.

If you have a Noble issues mobile phone, you do not have to return; however, if you have a Chevron issued mobile phone, you should return with the remainder of your company issued equipment.

Upon receipt of equipment, IT representatives will audit their inventory records and advise if any equipment has not been timely returned.

Should you have any questions regarding the return of your equipment or would like to transfer your Legacy Noble phone number to a personal account, please send an email to [CTCMobilitySupport@chevron.com](mailto:CTCMobilitySupport@chevron.com) and provide the following:

- a. Identify yourself as L-Noble
- b. Provide a personal email address
- c. Provide which carrier you will be using
- d. Existing mobile number to transfer

If you do not provide the above information within one week of your termination date, your phone number will be deactivated. You may keep the phone. If you have been provided a Chevron company mobile phone, you will need to return this phone with all other company assets.