CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Relocation Services
Policy Number: 3058
Functional Area: General Administration

Date Submitted: August 26, 2019
Proposed Action: Approve Update
Brief Description: This policy provides information to ensure relocation services of all types are provided by the appropriate department and that the space is approved for the requested occupancy.

Desired Effective Date: TBD
Responsible University Officer: Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus
Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado Denver
Responsible Office: Transition Project Management Program
Policy Contact: Associate Vice Chancellor Facilities Management
Last Reviewed/Updated: July 1, 2013
Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado south Denver Location

Reason for Policy: This policy provides information to ensure relocation services of all types are provided by the appropriate department and that the space is approved for the requested occupancy.

I. REASON FOR PROPOSED ACTION

Relocation services has been a guideline and it needs to be converted to a policy. This policy has been reviewed and rewritten from being a guideline to a policy. As a policy rather than a guideline, this will link a lot of services together to provide a web to either help people and/or departments move, or prevent unauthorized movement/relocation of people and equipment. As a policy, rather than a guideline, Facilities Management will be able to work with the PSC to prevent hiring of movers by people or departments, which could either result in loss of university owned equipment or unauthorized moves within or outside of the campus.
II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus (T. Carrothers, TBD)
Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado Denver (J. Sobanet, TBD)
CU Denver South Location (TBD)
Procurement Service Center (TBD)
University Risk Management (TBD)
Office of Information Technology (TBD)
Associate Vice Chancellor for Facilities Management (D. Turnquist, ongoing involvement)
Academic Planning Coordinator (M. Heredia, ongoing involvement)
Additional Reviews: School’s and College’s facilities directors (TBD)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

No

1. If no, please explain. Fill in rationale.

2. If yes, what is your plan to get the legal review? N/A

3. Date legal review completed: N/A

4. Person completing legal review: N/A

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No