Campus Administrative Policy

Policy Title: Relocation Services Guidelines

Policy Number: 3058  Functional Area: General Administration

Effective: July 1, 2013 TBD
Date Last Amended/Reviewed: July 1, 2013
Date Scheduled for Review: July 1, 2020 TBD
Supersedes: Relocation Services Guidelines (July 1, 2013) N/A—New Policy

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Prepared by: Transition Project Management Program (TPMP), Office of Institutional Planning
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______________________ Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado Denver and Chief Financial Officer (CU Denver)

Applies to: University of Colorado Anschutz Medical Campus
A. INTRODUCTION

The purpose of the Relocation Services Guidelines Policy is to provide information to ensure relocation services of all types are provided by the appropriate department and that the space is approved for the requested occupancy. There are two resources for relocation services for the University of Colorado Denver | Anschutz Medical Campus:

- **Facilities Projects - Office of Institutional Planning (OIP) Transition Project Management Program (TMP), and**
- **Facilities Building Maintenance & Operations - Management—Facilities Construction Services (FCS).**

These policy outlines guidelines identify who to contact based on type of move. Relocations on the CU Denver campus shall rely on these two relocation resources, not Auraria Higher Education Campus (AHEC) resources.

B. DESCRIPTION OF SERVICES

Office of Institutional Planning — Transition Management Program (OIP-TMP)

1. **Facilities Projects – Transition Project Management Program (TPMP)**

In the overall interest of the university, The OIP—TPMP shall update relevant parties who might be affected by a move and verify that space being occupied is authorized for the intended occupant(s) and/or function. **Space is confirmed via Archibus reviews prior to scheduling the move.** If unable to confirm space in Archibus, the request will be forwarded to the Office of Institutional Planning, college or school deans, and/or University Leadership.

The OIP—TPMP provides relocation services for the University of Colorado Denver | Anschutz Medical Campus, and affiliated buildings and off-site leased locations that house university staff/programs. The OIP—TPMP is responsible for all staff relocations. Staff relocations are defined as relocations where phones, keys, mail, **equipment**, and access coordination are involved.

Relocation services for all new building projects or space renovations will be provided by the OIP—TPMP. The goal of the move process followed by the OIP—Transition Project Management Team is to provide one-stop-shopping for the end user and take the stress out of moving by handling the small details that are so easily forgotten during a move. The OIP—TPMP includes all aspects of any type of move. This includes but is not limited to: Phones, IT, Locks and Key Issues, ID Access, Mail Center,
Housekeeping, coordinating with Environmental Health and Safety, Utility disconnects and connections, electrical impact and/or change orders as appropriate, as well as University Risk Management and Space and Asset Management notification of activities.

The OIP—TPMP will also handle the move of incoming and outgoing research laboratories using the same distribution and communication process as indicated below in “Guidelines.” Department Administrators should email the Transition Project Manager advising of any incoming or outgoing laboratories. Incoming laboratories must complete an Equipment Inventory form (found in the Move Request Packet).

2. Facilities Management - Facilities Construction Services

Facilities Construction Services provides management of a cost efficient approach for small move requests with minimal scope:

Facilities Management provides minimal move services involving furniture, boxes or equipment moving within the requesting department’s designated space. Typically items moved by Facilities Construction Services will not leave the floor and/or building. Facilities Construction Services Management will only move items within University of Colorado-owned buildings on the CU-Denver | Anschutz Medical Campus buildings.

Summary Table

<table>
<thead>
<tr>
<th>TYPE OF MOVE</th>
<th>PROVIDER/COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>All move types from one piece to an entire new building occupation project, and labs</td>
<td>Transition Project Management Program</td>
</tr>
<tr>
<td>All Staff driven relocations requiring transition coordination.</td>
<td>Transition Project Management Program</td>
</tr>
<tr>
<td>Relocation services in any location but must be UNIVERSITY OF COLORADO programs</td>
<td>Transition Project Management Program</td>
</tr>
<tr>
<td>Assists with communication and logistics for incoming and outgoing laboratories.</td>
<td>Transition Project Management Program</td>
</tr>
<tr>
<td>Move items such as boxes, furniture, and equipment within the same designated building and floor or new—This includes new equipment from docks to requester’s space, only within University-owned buildings on campus</td>
<td>Facilities Management Construction Services</td>
</tr>
</tbody>
</table>

C. REQUIRED NOTICE FOR MOVE REQUESTS
Minimum notice times are required to allow time for the move coordination based on the size and scope of the request. Exceptions can be made when necessary. Please contact the Transition Project Manager early on to establish a timeline for the move and to find out the scope of services TMP can provide.

Please note that research equipment must be green tagged prior to movement. This is the one area we cannot be flexible on so please plan accordingly. (For Green Tagging policy, see: http://www.ucdenver.edu/academics/research/AboutUs/health-safety/services/Pages/Green_Tagging.aspx http://www.ucdenver.edu/research/EHS/hazmat/Pages/greentag.aspx)

Notice is considered given when a Move Request Packet has been completed and submitted to the Transition Project Management Team or a Work Order has been submitted to Facilities Management.

<table>
<thead>
<tr>
<th></th>
<th>Less than 10 staff:</th>
<th>11 or more staff</th>
<th>New building/renovation projects</th>
<th>No staff moved; only furniture, boxes, etc</th>
<th>Lab equipment from Dock</th>
<th>Lab moves</th>
<th>Incoming/outgoing laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Project Management</td>
<td>2 weeks</td>
<td>3-5 weeks</td>
<td>Minimum 8 weeks</td>
<td>1 week</td>
<td>1 week</td>
<td>4-6 Weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3-5 days</td>
<td>3-5 days</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Construction Services</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
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D. PROCESS

1. If Facilities Management Dispatch receives requests for relocation of items only, a Work Order will be created and forwarded to Construction Services and the Transition Project Manager.

   a. Construction Services will advise the Transition Project Manager of target move date at least 3 working days out. Transition Project Manager will send out an “Alert” of the move to involved parties and then “Confirm” the move 24 hours later. The purpose of the “Alert” is to advise interested and supporting parties of the move and allow their feedback. If no one on the “Alert” distribution list has any issues with the scope or location, the “Confirmation” will be sent out. This includes movement of newly purchased heavy equipment from dock areas to the requester’s designated space. Electrical and other building utility notifications will occur with this distribution.
Note: The Circuit Manager (on move distribution list) should be notified prior to the movement of any equipment to ensure due diligence for electrical impact.

b. Move requests that fall outside the above criteria should be directed to the Transition Project Manager at (303) 724-1158 or by email to Transition Project Manager. On-line Work Orders submitted to Facilities Management that fall outside the above criteria will be forwarded to Transition Project Manager.

e. If the OIP–TMP receives requests within the Facilities Management criteria, those requests will be referred back to Dispatch for Construction Services to provide the service. The Transition Project Manager will advise the customer requesting services to submit a Work Order.

If at any time, Facilities Dispatch is unsure of how to handle a move request, the Transition Project Manager should be consulted.

D. HOW TO OBTAIN RELOCATION SERVICES:

<table>
<thead>
<tr>
<th>Transition Project Management Program</th>
<th>Email: <a href="mailto:Roxanna.winslow@ucdenver.edu">Roxanna.winslow@ucdenver.edu</a> or <a href="mailto:4Mmove.planning@ucdenver.edu">4Mmove.planning@ucdenver.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 303-724-6683 (x4MOVE) Office: Ext. 41158</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Facilities Management Construction Services</th>
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</thead>
<tbody>
<tr>
<td>Submit a Work Order at <a href="http://www.ucdenver.edu/about/departments/FacilitiesManagement/Ser%5Cvices/Pages/Services.aspx">http://www.ucdenver.edu/about/departments/FacilitiesManagement/Ser\vices/Pages/Services.aspx</a></td>
</tr>
<tr>
<td><a href="https://hsc-rock2/globallink/logon.asp">https://hsc-rock2/globallink/logon.asp</a></td>
</tr>
<tr>
<td>OR Call Facilities Management Dispatch at 303-724-Ext. 41777 (CU Anschutz Campus) or 303-315-7777 (CU Denver)</td>
</tr>
</tbody>
</table>

**Important Note:** In order not to compromise Environmental Health and Safety (EH&S) policies and the safety of our staff and crew, any existing lab equipment including freezers, MUST be green tagged prior to movement. No lab equipment will be handled without the proper Green Tag indicating the green tagging process has been followed. This applies to both Facilities Management and the Transition Project Management Program. The Transition Project Management Program has a distribution notice of moves that includes notification to EH&S for the green tagging process to be initiated.

E. LOCATIONS

These **policy guidelines** apply to both campuses as well as affiliate buildings such as University of Colorado Hospital (UCH), Children’s Hospital Colorado (CHCO), the Bio Science Buildings, Leprino, and CU Medicine Building spaces. University
Physicians (UPI) spaces that include University staff and programs.

This process also applies to University off site leased locations. It is the responsibility of the Real Estate Coordinator to advise the Transition Project Management Program of any upcoming lease beginning or end dates to ensure involvement by the Transition Project Manager. All move projects are communicated to building owners/management and their policies are followed by the Transition Management Program to ensure the university is represented in a professional and responsible manner.

F. RELOCATION/SPACE APPROVAL

All move requests must be approved by pre-designated department space approvers. Moves across schools, colleges or departments are subject to additional approval from the Office of Institutional Planning and/or University Leadership.

Notes

1. Dates of official enactment and amendments:
   - July 1, 2013: Adopted by Provost
   - March 15, 2019: Modified
   - TBD: Revised

2. History:
   - March 15, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
   - University branding and links verified.

3. Initial Policy Effective Date: July 1, 2013

4. Cross References/Appendix: N/A