



**Campus Administrative Policy**

**Policy Title: Relocation Services Guidelines**

Policy Number: 3058                      Functional Area: **General Administration**

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Effective: July 1, 2013  
 Date Last Amended/Reviewed: July 1, 2013  
 Date Scheduled for Review: July 1, 2020  
 Supersedes: N/A—New Policy

Approved by: Roderick Nairn, Provost and Executive Vice Chancellor for Academic and Student Affairs  
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Prepared by: Transition Management Program, Office of Institutional Planning

Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Executive Vice Chancellor for Administration and Finances and Chief Financial Officer (CU Anschutz)  
 Senior Vice Chancellor for Administration and Finances and Financial Officer (CU Denver)

Applies to: University of Colorado Anschutz Medical Campus  
 University of Colorado Denver  
 University of Colorado South Denver Location

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**A. INTRODUCTION**

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

- Office of Institutional Planning (OIP) Transition Management Program (TMP), and
- Facilities Management – Facilities Construction Services (FCS).

These 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**

### 1. Office of Institutional Planning – Transition Management Program (OIP-TMP)

In the overall interest of the university, The OIP – TMP 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.

The OIP - TMP 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-TMP is responsible for all staff relocations. Staff relocations are defined as relocations where phones, keys, mail, and access coordination are involved.

Relocation services for all new building projects or space renovations will be provided by the OIP- TMP. The goal of the move process followed by the OIP – Transition Project Manager 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 - TMP 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, 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 - TMP 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 Management is a cost efficient approach for small move requests.

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

## Summary Table

TYPE OF MOVE	PROVIDER/COORDINATOR
All move types from one piece to an entire new building occupation project	Transition Management Program
All Staff driven relocations requiring transition coordination.	Transition Management Program
Relocation services in any location but must be UNIVERSITY OF COLORADO programs	Transition Management Program
Assists with communication and logistics for incoming and outgoing laboratories.	Transition Management Program
Move items such as boxes, furniture, and equipment within designated building and floor. This includes new equipment from docks to requester's space  Only within University buildings on campus	Facilities Management

### 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/research/EHS/hazmat/Pages/greentag.aspx>)

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

	Less than 10 staff:	11 or more staff	New building/ renovation projects	No staff moved; only furniture, boxes, etc	Lab equipment	Lab moves	Incoming/ outgoing laboratories
<b>Transition Management Program</b>	2 weeks	4-6 weeks	Minimum 8 weeks	1 week	1 week	30 Days	1-2 weeks
<b>Facilities Management</b>	N/A	N/A	N/A	2-5 days	3-5 days	N/A	N/A

#### 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](#).
- c. 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.

### How to Obtain Relocation Services:

Transition Management Program	Email: <a href="mailto:Roxanna.winslow@ucdenver.edu">Roxanna.winslow@ucdenver.edu</a> or <a href="mailto:4move.planning@ucdenver.edu">4move.planning@ucdenver.edu</a> Office: Ext. 41158
Facilities Management	Submit a Work Order at <a href="https://hsc-rock2/globalink/logon.asp">https://hsc-rock2/globalink/logon.asp</a> Call Facilities Dispatch at Ext. 41777

**Important Note:** In order not to compromise Environmental Health and Safety (EHS) 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 Management Program. The Transition Management Program has a distribution notice of moves that includes notification to EHS for the green tagging process to be initiated.

### E. LOCATIONS

These guidelines apply to both campuses as well as affiliate buildings such as University of Colorado Hospital (UCH), Children’s Hospital Colorado (CHC), the Bio Science Buildings, and 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 Manager 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.

### Notes

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