



## Campus Administrative Policy

### Policy Title: Relocation Services

Policy Number: 3058

Functional Area: General Administration

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Effective:	January 1, 2020
Date Last Amended/Reviewed:	December 13, 2019
Date Scheduled for Review:	July 1, 2027
Supersedes:	Relocation Services Guidelines (July 1, 2013)
Approved by:	Donald M. Elliman, Jr. Chancellor, University of Colorado Anschutz Medical Campus Dorothy A. Horrell Chancellor, University of Colorado Denver
Prepared by:	Transition Project Management Program (TPMP, Office of Institutional Planning)
Reviewing Office:	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 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
Applies to:	University of Colorado Anschutz Medical Campus University of Colorado Denver University of Colorado South Denver Location All programs under CU Denver   CU Anschutz located in off-site leased locations

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### A. INTRODUCTION

The purpose of the Relocation Services 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 by the appropriate approver. There are two resources for relocation services for the University of Colorado Denver | Anschutz Medical Campus:

- Facilities Projects - **Transition Project Management** and
- Facilities Building Maintenance & Operations - **Construction Services**

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

CU South Denver Location handles all staff moves with onsite facilities & IT that are not part of the reporting structure to OIT or central facilities.

## **B. DESCRIPTION OF SERVICES**

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

In the overall interest of the university, 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 will be 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 TPMP provides relocation services for the University of Colorado Denver | Anschutz Medical Campus affiliated buildings and off-site leased locations that house university staff/programs. The 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 TPMP. The goal of the move process followed by the TPMP 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 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 notification of activities to University Risk Management and Space and Asset Management.

The TPMP will also handle the move of incoming and outgoing research laboratories using the same distribution and communication process as indicated below. 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 - Construction Services**

Facilities Construction Services provides a cost efficient approach for small move requests with minimal scope 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 will only move items within University of Colorado-owned

buildings on the University of Colorado Denver | Anschutz Medical Campus.

### Summary Table

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

### 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 TPMP early on to establish a timeline for the move and to find out the scope of services TPMP can provide.

Please note that research equipment must be green tagged prior to movement. ([See Green Tagging Policy](#)).

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

### Notice Required

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

### D. HOW TO OBTAIN RELOCATION SERVICES

Transition Project Management Program (TPMP)	Email: <a href="mailto:4Move@ucdenver.edu">4Move@ucdenver.edu</a> Phone: 303-724-6683 (x4MOVE)
Facilities Management Construction Services	Submit a Work Order at the <a href="#">Facilities Management Webpage</a>  OR Call Facilities Management Dispatch at 303-724-1777 (CU Anschutz Campus) or 303-315-7777 (CU Denver Campus)

**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 Construction Services and the TPMP. The TPMP has a distribution notice of moves that includes notification to EH&S for the green tagging process to be initiated.

### E. LOCATIONS

This policy applies 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, CU Medicine Building and Auraria Higher Education Campus spaces in which University staff and programs are located.

This policy also applies to University off-site leased locations. It is the responsibility of the Real Estate Coordinator to advise the TPMP 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 TPMP 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 as Guidelines  
March 15, 2019: Modified as Guidelines  
January 1, 2020: Revised as Policy
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.  
January 1, 2020: As a policy, this links different services together to help with moves/relocations and prevent unauthorized relocations of people and/or equipment. Facilities Management can now work with the Procurement Services Center to help prevent hiring of movers by people or department thus preventing loss of university owned equipment or unauthorized moves within or outside of the campuses
3. Initial Policy Effective Date: July 1, 2013 as guidelines. January 1, 2020 as policy.
4. Cross References/Appendix:
  - Green Tagging Policy