

# TRANSITION PLAN TO ANSCHUTZ MEDICAL CAMPUS

## OVERVIEW

The Office of Institutional Planning has been charged with overseeing the transition to the Anschutz Medical Campus in Aurora, CO from the 9<sup>th</sup> Avenue Campus in Denver, CO as well as other areas in the Denver Metro area (including from within the Anschutz Medical Campus). The Transition Managers (TM), Mollie Young and Roxanna Winslow have been assigned specific projects where they will be the main point of contact for that move. The following buildings are included as part of this Transition Plan (this list is subject to change):

<b>Building</b>	<b>GSF</b>	<b>Earliest Estimated Move Start</b>	<b>TM</b>
Environmental Health & Safety Phase 2	6,000	January 2007	MY
Building 500 Phase 3 (6 <sup>th</sup> floor)	58,000	January 2007	RW
Facility Support Building	68,078	June 2007	RW
Center for Bioethics & Humanities	17,243	TBD	RW
Education 1B	115,251	August 2007	RW
Leprino Office Building (UCH) – 3 <sup>rd</sup> Floor		September 2007	MY
Library	113,055	October 2007	MY
Academic Office West	206,110	October 2007	MY
Academic Office East/Education II	286,000	November 2007	RW
Research Complex II	500,000	August 2008	MY
Building 500 Backfill	TBD	TBD	RW
Building 400 Series	TBD	TBD	MY
Buildings 401, 402, 406	TBD	TBD	RW
Downtown Denver Campus	on-going	on-going	RW

This Transition Plan outlines the specific responsibilities and tasks that will be required prior to the moves in order to ensure a smooth and efficient transition to the new facilities. Other key personnel that will be essential to this transition are the Departmental Move Coordinators that will be identified for each department moving. A Transition Access Team has also been established that includes representation from various departments that support moves.

This Transition Plan will also include the initial remediation plan to vacate the 9<sup>th</sup> Avenue campus. In order for the University to turn the property over, just for asbestos abatement, a number of steps will need to take place. After areas are vacated, there is a post move clean out phase which includes removal of all furniture and equipment, green tagging necessary areas, broom clean, etc. After this phase, the building is turned over for remediation (asbestos abatement, etc.)

## **PROCESS**

### ***Departmental Move Coordinators***

Department Chairs for each department moving to Anschutz Medical Campus will be asked to assign a Departmental Move Coordinator for their area. The Departmental Move Coordinator for each area will be the point of contact for the Transition Managers. There will be a series of on-going meetings with the Departmental Move Coordinators to keep them informed of the schedule and to gather information from them.

Departmental Move Coordinators will be responsible for compiling equipment lists, hazardous materials inventory lists, phone lists, room number information, key rosters, room layouts for existing furniture, etc. for their areas - all of which is explained in the Departmental Move Coordinator Packet distributed to each Departmental Move Coordinator approximately four (4) months prior to their move. Information and the necessary forms that will need to be filled out will be available on the UCDHSC Institutional Planning 4 Move website:

<http://www.uchsc.edu/instplan/4Move>

### ***Move Request Packet***

Departmental Move Coordinators will be responsible for filling out and submitting an electronic Move Request Packet for their areas that will be moving. The Move Request Packet includes the following:

Move Instructions – quick explanation of the forms included plus moving guidelines, checklists, and links to helpful websites.

Move Request Form – provides the Transition Managers with contact information, delivery locations for materials, general description of items moving.

Staff Roster – list of people and/or equipment requiring telecom or network connection.

This form engages Information Systems to disconnect and reconnect jacks, provide phone intercepts, telephone directory changes, material management deliveries and is also used by the ID Access Office and other support groups.

Key Roster – lists the rooms that each individual would need keys for. Engages the locksmith to get necessary keys cut and/or meet with departments as needed.

Lab Equipment Inventory – lists larger equipment (mostly for labs but can also be used for large items, sensitive equipment, etc.) including additional requirements that would be needed (i.e., water, gas, dedicated circuit, etc.). This form is then used to verify the infrastructure is in place prior to the move or to note specific move instructions.

Lab Equipment Label – (2 per equipment item) the first equipment label is used in addition to the moving labels that will be affixed to all items moving. The second equipment label is to identify the new location of equipment at destination as well as to identify the location if work needs to take place prior to the move (i.e., electrical outlets added or changed, gas lines, etc.)

### ***Transition Access Team***

The Transition Access Team is responsible for covering all aspects of the move, including but not limited to, coordinating around road closures and other construction projects, access to

elevators, distribution of keys, housekeeping schedules, expectations of the move, disposal of unwanted items, coordination of deliveries, etc. The Transition Access Team will meet on a monthly basis with more frequent meetings as necessary to determine the move logistics and building access plans. The Transition Access Team consists of the following representation:

- Building Maintenance & Operations
- Building Services (Housekeeping, Materials Management, and Roads, Parking Lots, & Grounds)
- Electronic Security and Access Control
- Environmental Health & Safety
- Facilities Construction Services
- Facilities Projects
- Fire & Life Safety
- Information Systems (Network Services, Telecommunications)
- Mail Services
- Office of Institutional Planning
- Parking Services
- Public Relations
- Space & Asset Management
- University Police
- University Risk Management

The Transition Access Team will be able to utilize the information provided by the Departmental Move Coordinators to gear up for their part in the moves, such as setting up new phone numbers, transferring parking cards, key issues, setting up housekeeping, etc.

The Transition Access Team will create Welcome Packets that will be distributed to every person scheduled to move. These Packets will include information regarding the Anschutz Medical Campus since some information is different than the 9<sup>th</sup> Avenue campus. It will include emergency phone numbers, where to park, the number to call to report maintenance issues, restaurants and vending areas, etc. This information will also be available on the UCDHSC Institutional Planning 4 Move Website: <http://www.uchsc.edu/instplan/4Move>

### ***Moving Services***

A Request for Proposals (RFP) was created in the winter 2004. A committee was formed to review the proposals to ensure they meet the necessary requirements. The committee consisted of members from Institutional Planning, Facilities Projects, Environmental Health and Safety, and representatives from the Schools of Medicine and Dentistry. The awarded moving company, Prestige Corporate Relocation, “Prestige” has a year to year agreement with the University through 2009. Prestige will be responsible for subcontracting with Clean Harbors, an authorized vendor under DOT, to move hazardous materials.

Prestige will be responsible for providing materials necessary for the moves (carts, dollies, boxes, tape, labels, etc.), subcontracting with Clean Harbors (when necessary) to move hazardous materials, provide project management and supervisory staff during each move, appropriate crews, equipment and trucks necessary for each move. Clean Harbors will be

responsible for packing and shipping hazardous materials based on DOT regulations. Both companies will provide contingency plans to deal with unforeseen emergencies. Two months prior to a move, meetings will be held with the individuals moving. These meetings will include specific information on moving instructions and expectations, what to pack, how to pack, how to switch parking, the green-tagging process, etc.

It is anticipated there will be a number of different type of moves going on at any given time. These moves will include:

- **Pre-moves** (non essential contents from offices such as old files, notebooks, etc. that will not be needed for up to two weeks prior to an actual move date)
- **Furniture** (inventoried furniture from offices such as file cabinets, bookcases, chairs, etc. Does not include new furniture that may be provided in the new offices.)
- **Contents** (items such as files, desk contents, etc. that would be placed in boxes or on library carts. Would include glassware or syringes from labs that would be boxed)
- **Office Equipment** (items such as computers, fax machines, printers, typewriters, etc.)
- **Vendor Moves** (some equipment under warranty or a maintenance agreement may require that the vendor provide the relocation service or special packing materials. These moves include, but are not limited to copy machines, office equipment, lab equipment such as new freezers, incubators, microscopes, centrifuges, etc.)
- **Lab Equipment** (inventoried equipment such as centrifuges, microscopes, freezers, incubators, etc. These are essential items that will need to be carefully set up and moved.)
- **Hazardous Materials** (chemicals, cleaning solvents, solutions, paints, etc. that will need to be inventoried for Clean Harbors to pack and ship.)
- **Other Lab Materials** (includes radioactive materials, infectious agents, and select agents that will be moved directly by Environmental Health and Safety staff.)

### ***Emergency Plan***

While an emergency plan will be in place for all moves, this section describes specific issues that are more likely to arise with laboratory moves.

Given the complexity, size, and years of research that will be moving to Anschutz Medical Campus in the next few years as well as the ongoing construction on the new campus, it is imperative that an emergency plan be established. The Transition Managers in conjunction with Prestige, Clean Harbors, Departmental Move Coordinators, Project Managers, and the Transition Access Team will create and distribute this plan. It is our goal to move all equipment and contents in a safe and damage-free manner. Accordingly, to avoid loss of research due to freezers not working once they arrive to vehicles breaking down in transit or office contents being lost, it is our goal to cover every type of misfortune. For laboratory moves, we have two back up emergency –80 freezers and four back up emergency –20 freezers to cover electrical issues or equipment failure. There will also be additional staff on-site and available to cover elevator issues, electrical issues, etc. We will contract with a Haz Mat team that will be available

to respond in the event there is a spill en route. Prestige and Clean Harbors will be expected to have their own emergency plan in addition to the internal plan.

### ***Initial Remediation Plan***

Departments are encouraged to start thinking about disposing of old, broken, outdated furniture, computers, and equipment prior to their move to Anschutz Medical Campus. The University will be responsible for the removal of these items before the 9<sup>th</sup> Avenue campus can be turned over. Departments should submit the necessary paperwork for disposing of these items two months prior to their move date. This will allow enough time for the items to be picked up either just prior or immediately following the move to Anschutz Medical Campus. Upon vacating the area, the space can then be turned over for a final clean, green tagging when necessary and the remediation can begin.

### **ASSUMPTIONS**

1. All moves will take place during the week, during normal business hours (7:30 a.m. to 4:00 p.m.). Due to the physical limitations of both campuses, there will be a limited amount of moving trucks that would be able to load and unload which will dictate how much we can move in one day. It is anticipated that the movement of equipment, contents, and furniture would be done on Tuesdays, Wednesdays, and Thursdays. Hazardous materials would be picked up and delivered on Mondays (when needed). Fridays would be left available as a floating day to deal with unforeseen issues and for special deliveries to the building. Areas that would not interfere with the moving of hazardous materials would also be moved on Mondays. The specific details will be finalized for each building once we are closer to that move. Pre-moves would be scheduled for areas that have archive files or equipment and contents that can move one to two weeks prior to their department moving. Pre-moves cannot occur until the building has been turned over to the University.
2. All new buildings at the Anschutz Medical Campus will have a minimum 30 day start-up period from the time a Temporary Certificate of Occupancy is received until moves can occur. This Building Start-up will allow for internal groups (i.e., Information Systems, Facilities Operations, Building Services, Educational Support Services, etc.) to gear up for the moves. This includes stocking restrooms, balancing the building, setting equipment, internal training, waxing floors, etc. New furniture will also be delivered and set-up during this time.
3. A Master Move Schedule for each building will be based upon input from the Departmental Move Coordinators, school semesters and breaks, the remediation schedule, and the overall transition schedule. The goal is to allow the departments to have input when they should move. Move Date Questionnaire(s) indicating preferred move dates and whether groups will need to move with another department(s) will be used to help establish the Master Move Schedule. We will do our best to accommodate all priorities and preferred dates. Any conflicts will be resolved by the Oversight Committee.

4. Any area moving with hazardous materials or equipment will be shut down for approximately one week/five (5) business days for the move itself. There is a number of steps that must be done prior to these areas moving. The following is an estimated timeline for the pre-move process and Environmental Health & Safety's responsibilities. This does not include the time it would take for departments to pack up their area or other responsibilities.

1. -7 Working Days prior to move week: No radioactive materials (RAM) will be delivered to applicable labs.
2. -2 Working Days prior to move week: All waste must be out of the lab by this day. Biomedical wastes will be picked up by housekeeping, Chemical waste will be picked up by the Haz Waste Tech, and Radioactive waste will be picked up by the Rad Waste Tech.

All stock vials and other inventory of RAM must be picked up by Rad Safety staff and out of the lab before this day.

All swipes and surveys for RAM must be completed and forwarded to RAD Safety Office (RSO). RSO must complete the review of and approve items for "green-tags".

Decon of biosafety cabinets must occur by this day. Select BSCs may need paraformaldehyde decon.

Liquid Scintillation counters, BSCs and other specialized equipment must be ready for "green-tag" by the end of this business day if not earlier.

3. -1 Working Day prior to move week: All work surfaces and equipment must be clean and free of contamination. Any missed chemical wastes or newly generated wastes will be picked up.

Green-tags for all equipment.

4. Day 1 of move week: Lab packing by a certified shipping contractor will begin. Lab staff will need to have all chemicals out of cabinets, shelves, etc. and placed on benches.

Any missed chemical wastes or newly generated wastes will be picked up by Haz Waste Tech.

Finalize any missed green-tags.

5. Day 2 of move week: Lab packing of chemicals.

Finalize any missed green-tags.

Chemicals moved to staging area in the new building.

Lab contents and equipment moved to final location in the new building.

6. Day 3 of move week: Lab contents and equipment moved to final location in new building.

Dispose of any “found” hazardous materials.

7. Day 4 of move week: Lab contents and equipment moved to final location in new building.

8. Day 5 of move week: Once a lab is emptied, the room itself can be green-tagged. Departmental Move Coordinators or responsible department/division personnel should make arrangements for this immediately following their lab.

Chemicals moved to staging area can be picked up by lab personnel.

9. Post move – Day 1: Set up and certification of any equipment requiring certification.

10. Post move – Day 2: RAM will be delivered at some point in time after this date.

5. Departments will submit the necessary paperwork to disposal of any unwanted furniture, computers, or equipment two months prior to their scheduled move date. It will be their responsibility to submit the paperwork so these items are not left behind and are disposed of properly. Departments will also be responsible for picking up all trash from cabinets, counter tops, floor, etc so the space is left in an acceptable condition.

## **RESPONSIBILITIES**

These responsibilities are for the different departments that are or will be affected by the Transition to Anschutz Medical Campus. This is a working document and will be continuously updated as we get closer to the moves.

### ***OFFICE OF INSTITUTIONAL PLANNING***

The Office of Institutional Planning will oversee the entire transition to the Anschutz Medical Campus. The Transition Managers, Mollie Young and Roxanna Winslow, will be responsible for meeting with the departments moving (through the Departmental Move Coordinators) and insuring the necessary information is received and communicated. The day-to-day move operations will be handled under the Office of Institutional Planning, including overseeing the moving company. The Transition Managers will be on-site throughout the moves and will be available by cell phones and direct connect with the movers, support staff, as well as the departments moving.

**Website** - The Transition Managers will continue to update the website: <http://www.uchsc.edu/instplan/4Move> The website will provide access to the necessary forms and information that is relevant to the upcoming moves. The website will also update the master move schedule once it has been approved.

**Initial Remediation Plan** – The Transition Managers will work with the Departmental Move Coordinators and The Transition Access Team when areas are being vacated to make sure no furniture, computers, or equipment will be left behind and the area is ready to be cleaned.

### ***ELECTRONIC SECURITY & ACCESS CONTROL***

If any or all of the formerly occupied space is being closed or decommissioned, please advise the Security Department so that the cannibalization of existing security components can be considered as soon as the fact is known.

120+ days before the move, the Director needs to meet with those that will be approving access to the various parts of the building so that the access control mapping and clearances can be programmed.

60+ days before the move, the Security Office needs the names of those moving and the clearances assigned to them so that their access control badges can be modified.

30+ days before the move, all cardholders needing access to the building need to ensure they have a valid access control badge. They should make appointments at one of the Badging Offices.

Orientations of the new building's security system are encouraged. Virtual tours prepared in Power Point will be presented to tenants prior to the move to assist with the interaction with security features. For those that need pre-move walking orientations of security systems, please contact the Electronic Security Director (4-0014) for that information.

## ***ENVIRONMENTAL HEALTH AND SAFETY***

For information of tasks PRIOR to your move, please refer to section 4 under the Assumptions. For additional information on services provided by Environmental Health & Safety, please refer to our web page: <http://www.uchsc.edu/safety> or contact our main line at (303) 724-0345.

***Biosafety:*** All Principal Investigators (PI) must complete the Biosafety Authorization Update Form (BSF-005), to indicate all new laboratory location(s) and the location(s) of biological safety cabinets. All biological safety cabinets are to be recertified upon relocation. For more information, contact the Biosafety Office, (303) 724-0235 or email [therese.stinnett@uchsc.edu](mailto:therese.stinnett@uchsc.edu)

***Radiation Safety:*** Please contact Riad Safadi @ [Riad.Safadi@uchsc.edu](mailto:Riad.Safadi@uchsc.edu)

***Compliance:*** Once the laboratory has relocated to Anschutz Medical Campus, it is the responsibility of the PI to register all of his/her laboratory areas with Environmental Health & Safety so that we can be prepared to respond in the event of an emergency. This can be achieved by calling Jerman Lopez at (303) 724-0344 or by filling out our on-line Laboratory Registration Form at: [http://www.uchsc.edu/safety/online-forms/saa\\_intro.php](http://www.uchsc.edu/safety/online-forms/saa_intro.php)

***Hazardous Materials:*** After a lab has relocated to the Anschutz Medical Campus, chemical waste pick up will be conducted in a similar manner as the 9<sup>th</sup> Avenue campus. Complete the chemical waste disposal request form and submit it to WASTE PICK UP, Campus Box F-484.

Tax free ethanol is distributed at the Anschutz Medical Campus every Thursday afternoon from 2:00 – 2:30 p.m. in RC-1 North, P18-1203. For additional information about chemical disposal or tax free ethanol at the Anschutz Medical Campus, contact Carissa Gipe at (303) 724-0127 or email [Carissa.Gipe@UCHSC.edu](mailto:Carissa.Gipe@UCHSC.edu)

***Green Tagging:*** Scientific/Medical Equipment that is determined to no longer be needed or useful needs to be disposed of through Environmental Health & Safety (EHS) in conjunction with Space and Asset Management. The Medical/Scientific Equipment disposal form needs to be filled out and submitted to SAM and EH&S PRIOR to vacating the labs. For more information, contact Carissa Gipe at (303) 724-0127 or email [Carissa.Gipe@UCHSC.edu](mailto:Carissa.Gipe@UCHSC.edu)

## ***FACILITIES OPERATIONS***

### **Building Maintenance & Operations:**

***Keys*** – Keys from current locations will need to be returned (unless limited personnel still require access). Upon request, approximately one month prior to a department's move date, the Departmental Move Coordinator can receive a report of each employee and what keys they currently have. Keys will need to be turned in in person to the Facilities Operations Dispatch (9<sup>th</sup> Avenue - School of Medicine, Room 0659 or Anschutz Medical Campus – Building 500, 2 North, N2229). This should be done the week of the move and no later than three (3) days after a department moves. There will be a lost key fee of up to \$200/key for keys not returned.

The lock shop staff will begin meeting with departments about four (4) months prior to the moves to discuss how locks should be set up for each area. Keys for the new facility will take four (4) weeks to be cut and issued. Departmental Move Coordinators will submit a key roster as part of the Move Request Packet. The list contains the following information:

- Department name
- Full name (first, middle initial, and last)
- Employee ID #
- Room # (#'s)

The authorized key approver or delegated Departmental Move Coordinator must sign the list. Email from the Departmental Move Coordinator will serve as a signature.

Departmental Move Coordinators can submit an updated key roster approximately 30 days prior to their move if changes need to be made.

New keys can be picked up at the Facilities Operations Dispatch (9<sup>th</sup> Avenue or Anschutz Medical Campus depending on where they are coming from. Location should be verified prior to picking up the keys) beginning the day before the move is scheduled and throughout the move week. An HSC ID badge will be required. After the move, keys at 9<sup>th</sup> Avenue will be transferred to Anschutz Medical Campus and will need to be picked up from Building 500, 2 North Dispatch, room N2229.

***Building Maintenance*** –Staff will be available at both campuses during the moves to assist with electrical issues, elevator issues, etc. Once a building has been turned over to the University, building maintenance issues should be reported through x57941.

***Facilities Construction Services*** – The Manager will also review any lab equipment for special requirements and electrical needs and will assist throughout the move process for lab moves. Through a job request, can assist departments with hanging pictures, shelving, erase boards, etc.

**Building Services:**

***Housekeeping*** – Housekeeping will be informed when groups will be moving through the Transition Access Team meetings. They will schedule a final cleanup in that area (at the old site) once it is vacated and will set up housekeeping services at the new location. Prior to a move, they will arrange for extra recycling and trash bins to be placed in the vicinity of areas moving. Stocking of bathrooms and common areas, waxing floors, etc. will be done during the building startup period prior to the moves.

***Materials Management*** –All deliveries will be made from the docks of each of the buildings. Deliveries will be made directly to the ordering departments. If the building requires ID access to enter past the dock area, a phone will be available for the delivery person to contact the department. This includes General Air, Corporate Express, UPS deliveries, etc. Vendors who have assigned delivery persons to our campus may be able to arrange for ID Access badges.

**Roads, Parking Lots & Grounds** – Staff will be available at both campuses during the moves to assist with blocking spaces for moving trucks, etc.

## ***FACILITIES PROJECTS***

**Project Managers** – Project Managers for each building will provide updated construction schedules to the Transition Managers on an on-going basis and will be responsible for working out any problem that may affect the move dates.

## ***FIRE AND LIFE SAFETY***

UCDHSC Fire and Life Safety staff are the primary contact for fire prevention, life safety, and other fire-related concerns. While the local fire department responds to emergencies, the University has authority to order compliance with fire codes and Campus Fire Safety Policies.

**FOR EMERGENCIES, DIAL 9-1-1** Should you witness or discover a fire, evacuate to a safe area and then dial 9-1-1 (University Police from any University phone). Please remain available to responders (stay in a safe location) in the event they need further information. The Fire and Life Safety staff will assist in any fire-related safety issues or burning odor complaints.

“Fire Prevention” is aimed at reducing the potential for a fire to occur, and limiting the effects on people and property when a fire does occur. “Life Safety” is the portion of the fire codes that deals with exiting and egress issues (such as exit lights, clearance of corridors, etc.)

All persons must follow emergency orders during fire alarms. No one shall be prevented from evacuating, and persons who do evacuate shall not be subject to discipline or harassment.

Do not place permanent items in the hallway without first contacting the Fire and Life Safety Officer.

Do not block fire extinguishers, eyewash/shower stations, or electrical panels.

Tampering with fire alarms or fire protection devices is a criminal offense.

Limits on quantities and storage of flammable liquids are noted on the campus Flammable Liquids Policy (see our website).

Compressed gas cylinders must be secured from falling.

You must be physically in attendance during heating operations (including heating food, use of Bunsen burners, etc.)

A variety of other policies are mandated. In addition, on our webpage you will find fire “Guidance Notes” related to “best practices” for a number of fire safety issues. Our website is located on the campus Facilities Operations Department’s main site at <http://www.uchsc.edu/facilities>

## ***IT SERVICES (Customer Service, Telecommunications, Network Services)***

**Customer Service** – Three months prior to the actual move, IT Services will need to receive the completed Staff Roster spreadsheet (provided to the Departmental Move

Coordinators). Departments should contact the Help Desk at (303) 724-4357 if they have any questions or need assistance with the completion of the spreadsheet. An IT Services Customer Services Representative (CSR) will set up a meeting with the Departmental Move Coordinator for each department two months prior to a department's move date. At the time of the meeting, the CSR will discuss all IT needs based on the floor plans and spreadsheets provided by the Departmental Move Coordinator. The CSR will also provide new telephone numbers and arrange for voice mail intercept recordings when necessary.

***Telecommunications:*** All features and functionality will remain the same between 9<sup>th</sup> Avenue and Anschutz Medical Campus. Please be aware that, if you are moving from 9<sup>th</sup> Avenue, your telephone number will change from 303-315-xxxx to a 303-724-xxxx number. Five-digit dialing is available between the 9<sup>th</sup> Avenue, Anschutz Medical Campus, and UCD campuses. Five-digit dialing is also available between UCDHSC and UCH. If you are an off-campus department moving to Anschutz Medical Campus your new number will be 303-724-xxxx and we will assist you with setting up intercept recordings. If you are currently on the Anschutz Medical Campus, your number will remain the same.

Telephones- If you are moving, please **leave** your old telephones behind. A new telephone or your existing telephone will be installed at your new location based on your request with the CSR department. This new telephone will be ready for use at least two (2) days before your move date. Telecom will arrange for the pick-up of old telephones at the current location(s).

UCDHSC Voice Mail – If you receive a new phone number, a recording will be placed on your old voice mail box providing your new telephone number for 90 days. If you need this recording for more than 90 days, you will need to continue to pay the Monthly Recurring Charge (MRC) for as long as necessary. Your new voice mail box will be set up two (2) days before your move date. You will be responsible for setting up your greeting and password on your new voice mail box. The new voice mail box will guide you through this process. Your new generic password will be 333.

Fax Machines – If you are moving to a new location that requires a new fax number, your old fax number can be forwarded to your new fax number for 90 days. If you would like this forward for longer than 90 days you will need to continue to pay the MRC for as long as necessary.

***Network Services*** – All printers and servers will need new IP addresses. The Help Desk will assist you with this and will provide you with your new IP numbers. When disconnecting your old data processing equipment (computers, servers, printers, etc.), please leave the old cables. You will receive new cables (Cat 6) at your new location.

Wireless – Please do not **bring** your own wireless device(s). IT Services is the only source for deploying wireless services to our campuses. This is due to campus security concerns, channel overlaps, etc. Contact the Help Desk if you have any wireless questions, concerns and/or needs.

***Workstation Support-*** Workstation Support (WSC) may be decommissioning computers before the actual moves take place. They will be removing old IP numbers and submitting them to the Help Desk to recover them. When appropriate, WSC will then set all systems to DHCP. Where DHCP is not an available option (printers, servers, etc.), WSC will require a new

static IP number from the Help Desk for the specific building and/or VLAN that the equipment will be connected to. Each floor will be on a different VLAN separated by the north and south buildings.

The departments being moved will be coordinated through the CSR department; however, WSC will be responsible for the scheduling of these equipment moves.

WSC will be assisting in the recommissioning of systems at the new locations where there are no LAN Administrators available.

### ***MAIL SERVICES***

***Mail Stops*** - New Mail Stops will be created for the departments moving to Anschutz Medical Campus. A representative from the Mail Center will contact each Departmental Move Coordinator to discuss options.

### ***PARKING SERVICES***

Parking Services will assist with identifying and arranging use of parking lots and staging areas at both campuses during the moves. They will approve and coordinate necessary street closures at the Anschutz Medical Campus. They will provide necessary information on other road closures or construction projects that may affect the route or staging during the moves.

**Main phone number: (303) 315-5555**

Office locations:

9<sup>th</sup> Avenue  
School of Medicine (SOM)  
Facilities Work Control Center, Room 0649  
Weekdays 7:30 a.m. – 4:30 p.m.

Anschutz Medical Campus  
Administration Building 500  
Across from the Information Desk on the Ground level  
Weekdays 8:00 a.m. to 12:00 p.m.

For more information, check out their website: <http://www.uchsc.edu/facilities/parking>

### ***SPACE AND ASSET MANAGEMENT***

Departments are strongly encouraged to review their areas and identify Equipment and Furniture for Disposal that will not be moved to the Anschutz Medical Campus. By starting this process early, the Disposal System will not be overloaded with requests during the last few months prior to the move. All equipment, regardless of initial purchase price, computers and their associated hardware, and furniture must receive approval for Disposal. It is anticipated that furniture in

good condition will be available for reuse. Furniture that is broken or unusable should be disposed of.

The first step in disposing of items is to submit an Equipment Disposal Request Form for approval by the Space and Asset Management Office (SAM).

The forms can be obtained at: <http://www.uchsc.edu/admin/policies> On the left side of this home page, select HSC Campus Policies, and then select Administration and Finance. Under Equipment select the applicable Exhibit: “D” for Medical/Scientific Equipment, “E” for Computer and Office Equipment and “F” for Furniture.

Open the selected exhibit and save the form to a separate file. When ready to use, open the file, complete the form and email, *as an attachment* to the departmental chair or director for review and approval. They will need to forward the request to [SAM.Disposal@UCHSC.edu](mailto:SAM.Disposal@UCHSC.edu). This electronic transfer signifies an approval signature. Once approved by SAM, the requestor will receive a letter indicating what action they need to take to properly dispose of the item(s).

If equipment has been exposed to hazardous materials, a copy of the disposal request should also be sent, *as an attachment*, to [EHS.Greentag@UCHSC.edu](mailto:EHS.Greentag@UCHSC.edu) by the department approver.

If there are any questions for the Space and Asset Management Office, please call the following: Space Questions –Paul Fass at 303.315.2249. Asset Questions – Marc Obie at 303.315.2257.

### ***UNIVERSITY POLICE***

University Police will be available to secure parking and staging areas at both campuses for moving trucks.

### ***UNIVERSITY RISK MANAGEMENT***

The University's property/transit insurance does not provide coverage for property/equipment that is moved in an employee's personal vehicle. Therefore any loss or damage to the University property/equipment that occurs while in transit in an employee's personal vehicle or as a result of the transit, will not be covered and the vehicle owner's personal automobile insurance or the employee's department will be responsible for the replacement of the property. The University's insurance also does not provide physical damage or liability coverage for personal vehicles regardless if the vehicle is being used for official University business.

The University's property insurance does not provide coverage for personal property. It only provides coverage for property that is owned, rented, and/or leased by the University.

Additional transit insurance for research specimens may need to be obtained and paid for by the project. Please contact University Risk Management regarding any insurance questions related to the move at (303) 315-2731.

**PROTECT YOUR ASSETS:** University Risk Management strongly recommends that appropriate personnel identify and state an approximate value for the contents of each freezer which is to be moved. If damage or destruction to the contents of the freezer occurs as a result of the move, the department bears the burden of establishing the extent and value of the loss if a claim is filed. Thus, the recommended identification of the contents and their value will significantly contribute to achieving a claim resolution intended to Protect Your Assets. For assistance and any questions related to this recommendation, please contact Jim Tydings, Director of University Risk Management, at (303) 315-2731.