

UCSF Space Relinquishment Condition Procedure

Principle

Space is a limited resource. UCSF research faculty and programs have evolving needs, and the closure or relocation of a lab must be taken into consideration regarding its allocation. In these and other relocation situations, it is critical that the lead occupants of space be accountable for both informing the appropriate campus units, as well as for restoring the space to a usable condition. Failure to do fulfill these responsibilities results in significant delay to the University's ability to use the space for other purposes and disadvantages the campus goal of enhanced space utilization and efficiency.

Scope

To meet our space utilization and efficiency goals, all space needs to be occupant-ready upon relinquishment or release.

The coordination and costs related to these procedures are the responsibility of the vacating department and will escalate to the appropriate control point/School if not completed in a timely manner. Within two weeks of the move-out date, the vacating department must notify UCSF Real Estate that the space has been vacated.

UCSF Real Estate is responsible for the completion and verification of the following conditions of relinquishment and release:

General Requirements

All items remaining in the space must be in good working condition and meet current codes and regulations. When items are removed, the reinstatement of finishes and infrastructure services, such as mechanical, electrical, and plumbing services is required. For relocations that are part of a larger renovation or new project, a project charter will be completed by the project delivery team to outline the specific requirements.

1. Items allowed for removal
 - a. Free-standing and moveable furniture, fixtures, equipment (sits on a counter or floor, may be plugged into an electrical plug, but is not directly wired to an electrical source) provided by individual grants, divisions, department, or professional school funding
 - b. Fixed equipment paid for by the department – current occupant must confirm with Design and Construction Project Manager for appropriate removal methods.
 - c. Consumables such as office supplies, chemicals, and laboratory supplies
 - d. Hazardous materials must be coordinated, certified, and removed if appropriate by UCSF Environment Health and Safety (EH&S)
 - e. Workstation computers, scanners, printers, fax machines, etc.
 - f. Broken or unusable furniture, chairs, files cabinets, etc. – current occupant must confirm with a Design and Construction Project Manager if items are deemed unusable.
 - g. Specialized items such as incubators, surgical lighting, cage and rack washers, ultra-low freezers, refrigerators, etc.
 - h. Phones – removal must be coordinated with IT Services
 - i. IT and audio-visual equipment paid for by the department – proof of purchase may be requested. Coordination with a Design and Construction Project Manager and IT Services is required.
2. Items that must remain
 - a. Fixed and core-provided office furniture (e.g., desks, shelves, divider panels), desk chairs, file cabinets, meeting room furniture, and tack/display boards attached to the walls – current occupant must confirm with Design and Construction Project Manager.
 - b. Keys to any locking cabinets, drawers, or other furniture
 - c. Fixed equipment that is directly wired to a data or an electrical source, or is plumbed to water supply and drain lines. Items may include casework, canopy and fume hoods, autoclaves, laboratory benches, service carriers, cold rooms, warm rooms, washers, sterilizers, eyewash, central sterile equipment, scrub sinks, exhaust hoods, biosafety cabinets, etc.

- d. UCSF data network equipment, racks, hubs, and servers
 - e. UCSF-provided audio-visual equipment including equipment to support classrooms and conference facilities. Items include computers, projectors, display monitors, audio amplification systems, teaching podiums, etc.
 - f. Interior room designation, interior directional, code required, and wayfinding signs
3. Cleaning, restoration, and hazardous materials
- a. Wet lab and lab support, as well as any other space in which hazardous chemicals were used, must be sanitized, inspected, and if necessary, decommissioned by EH&S before final custodial services cleaning. Coordination with a Design and Construction Project Manager and EH&S is required as well as EH&S posting.
 - b. Patch and repair damage to walls, ceiling, and floor resulting from the removal of equipment and furniture or damage exclusive of normal wear and tear
 - c. Space must be broom cleaned by custodial services
4. Contact information
- a. Departments must coordinate with a Design and Construction Project Manager for relocations associated with a capital project.
 - b. A Design and Construction Project Manager will schedule final move-out inspection for relocations associated with a capital project.
 - c. Departments must submit a work order for all relocations not associated with a capital project.
 - d. Departments must contact Real Estate – Campus Planning to schedule final move-out inspection.