

PROPERTY TIPS FOR YOUR DEPARTMENT/BUILDING MOVE, REMODEL, CLOSE, AND/OR OPEN

OR, HOW TO AVOID LOST ASSETS AND EXTRA WORK DURING A STRESSFUL TIME



THE PREPARATION

- CONTACT Property and Surplus for a walk through BEFORE the event. We will walk the space with you, help identify assets and answer questions.
- Property will provide a list of capital assets to the department so everyone knows what assets are in the affected area and can pay special attention to prevent loss.
- Some of the department's items will be disposed of. Surplus will do a walk through to help identify what can be salvaged, sold, or re-purposed and give help on getting items over to Surplus. This is for capital and non-capital items.

BEFORE THE MOVE

- Prepare a Communication Strategy for the department- when will the move be? How is it going to be handled – for example will outside movers be hired? Is facilities coordinating the entire project?
- Identify the key contacts in the department to coordinate the move. Property and Surplus will need a key point of contact for questions. Contact Property at bfs_property_management@Mail.ColoState.EDU and Surplus at surplus@colostate.edu to get this process started
- Identify which equipment is going to be moved, what is going to be disposed of, and what is going into storage.
- Property documents must be submitted before the move and good records must be kept to prevent loss!
- https://busfin.colostate.edu/Forms/PRP/Creating_a_Location_Change_Document_in_Kuali.pdf#zoom=100
- https://busfin.colostate.edu/Forms/PRP/Creating_a_Surplus_Document_in_Kuali.pdf#zoom=100
- Remember your Federal and Sponsored Property! Reporting may need to be updated to the Sponsor!
- Property can assist with asset moves in the Kuali system
- Items to be stored need to be tracked also!

THE MOVE

- Facilities, Remodel/construction service, and/or the contractor, WILL NOT do the necessary documentation to move items to Surplus. Kualo documents for capital assets and EACRs for non-capital items will need to be filled out by the department.
- It is the responsibility of the department to maintain records of capital assets- not Facilities, not Property, not Surplus. Departments must submit the necessary paperwork PRIOR to any Surplus drop off, disposal, dismantling, etc. of the space.
- RCS, Facilities and Contractor can remove items **after** proper documentation is done with a Kualo Doc or EACR. Click links below for instructions on submitting the Kualo Surplus doc for capital assets and the EACR doc for non-capital items.
- https://busfin.colostate.edu/Forms/PRP/Creating_a_Surplus_Document_in_Kualo.pdf#zoom=100
- <https://wsprod.colostate.edu/CWISI2/eacr/Default.aspx>

THE UNEXPECTED

- Items can be damaged in the move. They will need to be properly disposed of-contact Property and Surplus
- https://busfin.colostate.edu/Forms/PRP/Creating_a_Surplus_Document_in_Kuali.pdf#zoom=100
- Items can be lost in the move.
- https://busfin.colostate.edu/Forms/PRP/Creating_a_Write-Off_Lost_or_Improper_Disposal_Retirement_Document_in_Kuali.pdf#zoom=100
- Items can just disappear.
- https://busfin.colostate.edu/Forms/PRP/Creating_a_Theft_Retirement_Document_in_Kuali.pdf
- Please fill out the proper paperwork using the instructions in these links for such unexpected occurrences.

THE NEW SPACE

- If Facilities is submitting PO's on the department's behalf to buy items in a lump sum requestion for the new space, be sure to enter the requisitions correctly and capitalize items that meet capital criteria by using the appropriate object code.
- DO NOT do a lump sum requisition if equipment is involved. After the fact corrections and GLT's will be necessary, adding on work.
- It may take a while for permanent signage to be placed in the Building and remembering room numbers can be tricky. Before taking down any temporary signage, please note the numbers on a floor plan so there is no confusion later with room numbering.
- Property will do an inventory to relocate all items and follow up on missing items once the new space is up and running. Hopefully the department contacts have kept up good communication, and this process will be smooth and painless with no questions on where things ended up.
- Property and Surplus are here to help! We also want this process to be smooth and worry free. Please ask any questions, discuss any issues, and accept our sincere offer to help.

CONTACTS AND FURTHER INFORMATION

- CSU Property
- <https://busfin.colostate.edu/Depts/PropMgt.aspx>
- CSU Surplus
- <https://surplus.colostate.edu/>