



## Space Relinquishment Guidelines

September 18, 2023

All space that is no longer being used for its original intended purpose due to programmatic changes or faculty transitions must be relinquished and vacated for reallocation by the Space Committee. Temporary space assignments must be vacated prior to the expiration date indicated in the space assignment letter. Continued use of space in either situation must be formally requested and approved by the Space Committee.

Vacated space is to be “occupant ready” upon relinquishment. The following procedures are conditions of the relinquishment and must be completed and verified by Campus Planning & Real Estate prior to the termination date. Any costs related to these procedures are to be paid for by the relinquishing department. All items remaining in space must be code compliant and in good working condition.

- **Cleaning & Restoration**
  - Wet lab and lab support, as well as any other space in which chemicals were used, must be sanitized, inspected, and if necessary, decommissioned by EHS before final Custodial Services or EVS cleaning.
  - Schedule a hazardous waste pick up with EHS to remove any chemicals.
  - Contact EHS for the cleaning & inspection of fume hoods
  - Space must be “deep” cleaned by Custodial Services or EVS, as appropriate<sup>4</sup>.
- **Equipment**
  - To request approval from the Space Committee to abandon select pieces of movable equipment, please submit an itemized list with the location, OHSU tag ID, product serial number and description. Items include biosafety cabinets, incubators, surgical lighting, cage and rack washers, electron microscopes, optical microscopes, incubators, benchtop equipment, instruments, water baths, sub-zero freezers, refrigerators, etc.
- **Contact Information**
  - Contact Campus Planning & Real Estate for scheduling the final move-out inspection: Sue Braylin (503-494-2238)
  - Departments can manage their own relinquishment process by scheduling – in the appropriate sequence – movers, Surplus, Custodial Services/EVS, and EHS. If you wish to coordinate the move yourself, check out the **Moving Guidelines** (on the [Space Planning website](#)) for contact information and ideas for scheduling. Alternately, departments may choose to hire Design & Construction to manage this coordination by submitting a Facilities Work Request.

|   | Remove | Leave in-place |
|---|--------|----------------|
| <b>Office Furniture<sup>1</sup></b>                                     |        |                |
| Desk Chair  |        | X              |
| Standard desk components: desk, shelves, divider panels, file cabinets. |        | X              |
| Keys to locking file cabinets, drawers, or other furniture              |        | X              |
| Side Chair  |        | X              |
| Ergotrons   | X      |                |
| Keys to any locking cabinets, drawers, etc.                             |        | X              |
| Meeting room furniture: tables & chairs                                 |        | X              |
| Waiting room furniture  |        | X              |
| Tack/display boards attached to the walls                               |        | X              |



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| Desk recycling bins / small waste bins  |        | X              |
| Non-OHSU standard office furniture including task chairs, freestanding file cabinets & bookcases                                      | X      |                |
| Broken or unusable furniture  | X      |                |
| Movable tack boards/white boards  | X      |                |
| Coat racks  | X      |                |
| <b>Miscellaneous</b>  |        |                |
| Department & Personal Artwork   | X      |                |
| Marquam Hill Art Committee Artwork <sup>2</sup>   |        | X              |
| Plants  | X      |                |
| Personal items  | X      |                |
| Window Coverings  |        | X              |
| <b>Office Supplies</b>  | X      |                |
| <b>Break Room<sup>1</sup></b>   |        |                |
| Full size refrigerator & microwave  |        | X              |
| Toaster, coffee maker, and mini-refrigerators   | X      |                |
| Table & Chairs  |        | X              |
| Eating utensils   | X      |                |
| Food  | X      |                |
| <b>Chemicals</b>  | X      |                |
| <b>Equipment<sup>1</sup></b>  |        |                |
| Non-fixed equipment (printer, scanner, fax...)  | X      |                |
| Fixed equipment that is directly wired to a data or an electrical source, or is plumbed to water supply and drain lines. <sup>3</sup> |        | X              |
| Computers, scanners, printers, fax machines   | X      |                |



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| Copy Center printer - contact Copy Center to have removed                           | X      |                |
| OHSU data network equipment, racks, hubs and servers                                |        | X              |
| AV equipment that supports classrooms and conference rooms <sup>1</sup>             |        | X              |
| Phones: to be removed by ITG, contact them to schedule                              | X      |                |
| <b>Signage</b>  |        |                |
| Building code, interior room designation, interior directional and wayfinding signs |        | X              |
| Department-specific signage   | X      |                |
| Donor plaques not department-specific   |        | X              |

<sup>1</sup>Furniture and equipment paid for by the department may be removed, please submit a request to Campus Planning & Real Estate. Proof of purchase must be provided.

<sup>2</sup>Artwork that is part of the OHSU Art program shall remain in place. Please contact the Design & Construction Art Liaison with any questions.

<sup>3</sup>Items 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, etc.

<sup>4</sup>Does not apply if relinquished space will undergo construction, please contact Campus Planning & Real Estate to verify.