

# PROPERTY MANAGEMENT GUIDELINES

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## SURPLUS PROPERTY

### POLICY

- All property in excess of the needs of the department can be transferred to the Surplus Property warehouse. That way, another department may use the existing property rather than having to make a new purchase. Surplus items also may be disposed of via auction or recycling, as deemed appropriate by Property Management. (See Property Management's Website, UH Department procedures for Transfers to Surplus Property).

### PROCEDURE

#### ❖ Surplus Property Transfers – College/Department/Division

- I. Submit a request to have surplus property removed.
  - a. The Surplus Property Transfer Request form is at:  
PRP-1A Asset Update Form – **Section A** [asset-update-form-prp-1a-revised-9-1-2022.pdf \(uh.edu\)](#), please identify
  - b. On the form, please identify
    1. The name of the certifying signature that will approve the work order
    2. The cost center that the work order should charge
    3. The name and contact phone number of the person that will be present for the pick-up.
    4. Whether any of the equipment being transferred required review by Environmental Health and Safety.
      - i. Equipment that may have come into contact with, or contains:
        - Chemical materials
        - Biological materials
        - Radioactive materials
      - ii. Examples include:
        - Equipment containing lasers
        - X-ray machines
        - Liquid Scintillation Counter and Gamma Counter
        - Chemical storage cabinets (flammable and corrosive)
        - Centrifuges
        - Autoclaves
        - Fume Hoods
        - Biosafety Cabinets
        - Laboratory refrigerators and freezers

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- iii. If equipment requires Environmental Health and Safety Review, Property Management is required to forward the University of Houston Laboratory Equipment Safety Clearance Form to Environmental Health and Safety as part of the transfer request. The form must be attached to the Surplus Property Transfer Request form with department name, contact, and equipment data.
            - Form is located at:  
[Laboratory Equipment Safety Clearance Form \(uh.edu\)](#)
  - c. The Surplus Property Transfer Request Form must have the attached Surplus Transfer Property list to identify the items being transferred.
    1. Items that will require review by Environmental Health and Safety should be identified.
    2. Any items not on the list will not be picked up.
- II. Property Management reviews the Surplus Property Transfer Request form and Surplus Transfer within 48 hours (2 working days) of receipt.
  - a. Incomplete forms will be rejected to the submitting department.
  - b. Property Management will request a work-order for Moving Services from Facilities Management within 72 hours (3 working days) of review of complete request forms.
- III. Facilities Management Labor Shop will schedule the pickup of items.
  - a. For items that do not require the review of EHS, pick up time will be scheduled within 2 weeks of the work order submission, with the exception of January, May, August, and December. Those months are generally very busy for Moving Services due to Cougar First Impressions and Commencement ceremonies. During these 4 months, the pickup will be scheduled within 4 weeks of the work order submission.
  - b. For items that require EHS review, EHS requires 30 days to conduct their review. These 30 days is added to the previously defined time frame of 2 to 4 weeks.
    - i. In the event that the laboratory equipment cannot be sent to Surplus Property, EHS will work with the department to arrange alternate disposal.
- IV. Property Management will notify the requesting department of the pickup date and time by email.
  - a. If the Labor Shop determines that the pickup date and time requires rescheduling, Property Management will notify the department of the change.
  - b. If the department determines that they require rescheduling, contact Property Management and FSC to request rescheduling. Once the Labor Shop has rescheduled, Property Management will forward the new date and time to the department.
- V. Facilities Management picks up the property and brings it to the Surplus Warehouse.

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- VI. Within 1 work week of delivery, Property Management will:
- a. Update inventory records in PeopleSoft Asset Management to reflect the transfer of items to Surplus Property; and
  - b. Provide the department with: 1) a copy of the original request that shows that the items were received (a signature or notation by Property Management) or any discrepancies; and 2) an updated inventory report to verify that the items are no longer assigned to them.
- VII. Estimated time frames for removal of equipment:
- a. With no EHS review, 3 – 5 weeks depending on the time of year
  - b. With EHS review, 7 – 9 weeks, depending on the time year
- VIII. Departments can run the finance report “Assets by Department” to obtain an up-to-date (reflecting all changes processed in the PeopleSoft Asset Management system) listing of their assets.
- a. The report navigation is:
    1. PS Finance
    2. Custom Reports
    3. AM
    4. Assets By Department