



**Facilities Services**

Campus Box D, P.O. Box 173361

Denver, CO 80217-3361

303.556.3260

FAX 303.352.3328

[www.ahec.edu](http://www.ahec.edu)

## Auraria Campus Large Equipment Disposal Process

**Do not move the equipment to the hallway, dock, basement etc. unless pre-arranged with AHEC. Storage on docks or in hallways is in violation of ADA requirements and Denver Fire code.**

**Step One:** Contact your institutional asset management for specific institutional processes and forms. *If IT related, contact your institutional IT department.*

1. **CU Denver:** Complete property disposal request form [online](#).
2. **MSU Denver:** Luke Penn; 303-605-7632; [lpenn1@msudenver.edu](mailto:lpenn1@msudenver.edu)
3. **CCD:** Debra Steinbach; [debra.steinbach@ccd.edu](mailto:debra.steinbach@ccd.edu) or 303-352-6248
4. **AHEC:** AHEC Fixed Asset Account at 303-556-6190 or 303-556-2230

**Step two:** Follow your institutional process for cleaning and decontaminating equipment prior to disposal, as appropriate. This includes denoting hazardous components or special handling (refrigerant, oils, etc.). Check with your EH&S representative for assistance.

1. CU Denver: Review and complete the process for [Cleaning Procedures for Laboratory Equipment](#); contact Julie McMillen with questions [Julie.Mcmillen@ucdenver.edu](mailto:Julie.Mcmillen@ucdenver.edu)
2. MSU Denver: Mark Pokorny [mpokorn1@msudenver.edu](mailto:mpokorn1@msudenver.edu)
3. CCD: Amy Hopkins [amy.hopkins@ccd.edu](mailto:amy.hopkins@ccd.edu) or see AHEC contact
4. AHEC: [safetyoffice@ahec.edu](mailto:safetyoffice@ahec.edu)

**Step three:** If CCD, contact [helpdesk@ccd.edu](mailto:helpdesk@ccd.edu) or call 303-352-3030. If CU Denver, MSU Denver, or AHEC: Submit a work request to AHEC Facilities Services for removal of equipment. This can be completed online (<http://webtma.ahec.edu:82/home.html>) or via phone (303-556-3260). The work order must include the following:

1. Attestation that equipment is decontaminated and ready for pickup, as appropriate
2. Details of additional special handling required for disposal such as refrigerant removal, oil removal, asbestos containing, hazardous materials, heavy metals, etc
3. Equipment location and your contact info
4. Institutional department accounting information  
(most large equipment disposal and refrigerant removal requests will be FFS).

Please note: Equipment moves and disposal associated with construction are handled by the project team for that particular project. AHEC will use our TMA work order tracking process as the method for billing and disposal tracking. **AHEC does not plan to track disposal once the vendor removes the items from campus or ask the recycling/landfill companies for additional disposal documentation unless disposed of as hazardous waste and/or asbestos containing special waste.**