



# Memorandum

**To:** Members of the Campus Planning & Facilities Department  
**From:** Stephen M Maiorisi, Chief Campus Planning & Facilities Officer  
Rich LeBlanc, Executive Director of Planning, Design, & Construction  
**CC:**  
**Date:** July 1, 2025  
**Re:** Prohibition on Removal of Institutional Property

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Dear Colleagues,

Effective July 1, 2025, the removal of any institutional property from school grounds for personal use is strictly prohibited. This policy is in place to protect institutional resources and ensure legal and ethical compliance.

Prohibited Items - Items that may not be removed include, but are not limited to:

- Furniture (e.g., chairs, couches, tables, desks, file cabinets, rugs, etc.)
- Surplus materials (e.g., office supplies, light fixtures, construction materials, wiring, etc.)
- Electronic devices (e.g., computers, iPads, monitors, card readers, etc.)
- Equipment (e.g., microwaves, refrigerators, lab equipment, glassware, etc.)

Reasons for Prohibition - The removal of institutional property is not permitted due to the following considerations:

- Implications of purchases using tax-exemption or federal funding
- Conflict of interest in determining the item's end-of-life or usefulness
- Equity concerns regarding fair distribution of surplus items
- Asset management requirements, including write-off of items with a residual value
- Liability risks, including injuries or damages without signed consent/release forms
- Associated costs, including labor or contractor efforts related to item removal
- Security and data protection

Approved Property Disposition Process - All property disposition must follow the official institutional procedures, in the following order of priority:

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- 1) Repurpose for use elsewhere on campus
  - 2) Store for future institutional use if value remains
  - 3) Vendor buy-back or zero-cost removal agreements
  - 4) Donation to qualified charitable organizations or recycling centers
  - 5) Final disposal or destruction

For any questions or if clarification is needed, please contact your immediate supervisor.

Thank you for your cooperation in safeguarding institutional property and ensuring compliance with our operational and legal responsibilities.

Thank you,  
CP&F Leadership

*Note: Managers and supervisors, please share this information with any members of your team who are not recipients of this email.*