

## HOW TO SURPLUS UNNEEDED ITEMS (Anderson, Bloedel, or Winkenwerder Halls)

If you have furniture or equipment in your space that you want removed:

1. Send an email to [sefsbldg@uw.edu](mailto:sefsbldg@uw.edu) with a list of what needs to be taken away: what it is, where it is, and what the inventory number (if any) is. Mark each item or box with a post-it clearly marked "surplus."
2. Make sure shelves and drawers are empty. If it is a locking cabinet or storage unit, DO NOT LOCK IT; tape the key to the top shelf or middle drawer.
3. If it is lab equipment that has held chemicals it must have a decontamination form affixed. This includes glassware, refrigerator, microwave, centrifuge, etc. See <http://www.washington.edu/facilities/finadmin/movingandsurplus/surplus/removal/decontamination> for further details and the form.
4. Things that cannot be surplused under any circumstances include items containing asbestos or chemicals, pressurized gas cylinders, etc. (Submit a work request at <http://www.washington.edu/facilities/fsworks/> for pick up of asbestos items. Contact EH&S at <http://www.ehs.washington.edu/> for chemicals or gas cylinders, etc.)
5. All small items must be boxed. Group similar categories (i.e., computer keyboard & peripherals) and label.

It may take a few weeks after submission before it will be hauled away, so do not put piles out in the hallway. Keep the items in your space.

See <http://www.washington.edu/facilities/finadmin/movingandsurplus/surplussing> for more information. Any questions can be addressed to [sefsbldg@uw.edu](mailto:sefsbldg@uw.edu).

Thank you for your cooperation!