How to Surplus Unneeded Items
Anderson, Bloedel, or Winkenwerder Halls

Here is the process to follow if you have furniture or equipment in your space that you want removed:

1. Send an email to 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 one is available. Mark each item or box 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 this site for further details and the decontamination form.

4. Things that cannot be surplused, under any circumstances, include items containing asbestos or chemicals, pressurized gas cylinders, etc. Submit a work request on the UW Facilities page for pick-up of asbestos items. Contact UW EH&S for chemicals or gas cylinders, etc.

5. All small items must be boxed. Group similar categories (i.e., computer keyboard and peripherals) and label them. It may take several weeks after submission before items can be hauled away, so do not put piles out in the hallway. Keep the items in your space or if you need a neutral staging area while waiting for a pick-up, please contact sefsbldg@uw.edu to make different arrangements.

Please visit UW Facilities webpage for more information.

Any questions can be addressed to sefsbldg@uw.edu.

Thank you for your cooperation!