

How to Surplus Unneeded Items

Anderson, Bloedel, or Winkenwerder Halls

Follow these steps 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 removed: what it is, where it is, and what is the inventory number, if one is available.
2. Mark each item or box with "SURPLUS." All small items must be boxed. Group similar categories (i.e., computer keyboard and peripherals) and label them. It may take several weeks after you have completed your submission before items can be removed from your location, do not put surplus items 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 arrangements.
3. Make sure all furniture 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.
4. 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.
5. Items that cannot be surplus, under any circumstances, include items containing asbestos or chemicals, pressurized gas cylinders, etc. Submit a work request on the [Regulated Materials](#) for pick-up of asbestos items. Contact UW [EH&S](#) for chemicals or gas cylinders, etc.

Please visit [UW Facilities webpage](#) for more information. Any questions can be addressed to sefsbldg@uw.edu.

Thank you for your cooperation!