

Protocol for Excess Furniture (or anything else without asset numbers)

- 1) Offer it to others in the department, for use in department only. Keep it in its current location and send an email to the department list offering the item for use in the department only. **Do not place it in the hallways**, the Fire Marshall has forbidden this practice.
- 2) If no takers it is the owner's responsibility to take it to Aggie Surplus or have them pick it up (there is a charge for this). If it does not sell it is the owner's responsibility to pay for disposal.
- 3) If you accept an item from someone else, it is now yours, and as such it is now your responsibility for disposal when you no longer want it.
- 4) Proper disposal per University procedures must be followed; no throwing it in the dumpster or leaving it on the loading dock.
<http://manuals.ucdavis.edu/ppm/350/350-80.pdf>
- 5) Link to Aggie Surplus: <https://aggiesurplus.ucdavis.edu/>
- 6) Excess university property cannot be taken home: it must be purchased through Aggie Surplus.
- 7) Need advice? Contact Safety Coordinator Leslie Oberholtzer, ljoberholtzer@ucdavis.edu, 752-1816