

# Environmental Management System

## 8.1.1 Furniture & Equipment Reuse, Donation and Collection

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**PLEASE DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY**



## 8.1.1 Furniture and Equipment Reuse, Donation and Collection

### 1 Purpose

This document is to demonstrate how the University enforces and facilitates the reuse, donation and collection of furniture and equipment.

### 2 Responsibilities

All staff	Staff have responsibility for complying with the procedure to aid reuse and recycling of items in good working order via the Warp It platform.
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### 3 Process

Any surplus furniture or equipment that is in good condition and fit for purpose, but that is no longer needed, should first be offered for reuse elsewhere in the University via the [Warp It platform](#)<sup>1</sup>.

Warp It is an online reuse platform for University staff to advertise, find, and claim surplus furniture that is in good working order to prevent it being disposed of unnecessarily.

When equipment and furniture is reused across campus in this way, it reduces both costs and the University's carbon footprint. Disposal costs are also reduced, and there is a reduction in the volume of waste we dispose of as non-recyclable waste.

If, after advertising your item on Warp it and it is not claimed for reuse within the University, or externally it will be collected via the [Estates helpdesk](#)<sup>2</sup>.

Please follow these instructions to help reuse items within the University:

#### 3.1 Advertising your item:

1. Add details of any items you have to offer to the Warp It platform<sup>1</sup>. You will need to provide photographs and dimensions of items, together with a short description. **The minimum time for advertising an item is 21 days. Please be advised that storage is your responsibility during advertisement period on the Warp It platform.**
2. If your item(s) are not claimed within the allotted time, please follow the Estates Helpdesk furniture disposal route, located in the [Environmental and Compliance section](#).

<sup>1</sup> <https://www.warp-it.co.uk/company/swansea>

<sup>2</sup> [https://quemis.swan.ac.uk/Q2\\_Live/helpdesk/new-request/common-problem](https://quemis.swan.ac.uk/Q2_Live/helpdesk/new-request/common-problem)

3. If you see an item you want on the Warp it platform, please follow the instructions on how to claim an item<sup>3</sup>.

**See Appendix 1 for a more detailed step-by-step guide to actions on the Warp it platform.**

Please contact [estate-waste@swansea.ac.uk](mailto:estate-waste@swansea.ac.uk) if you require any support.

### 3.2 Items claimed for personal use

If an item of University furniture from the Warp It platform is being claimed for **personal use**, the owner and recipient must complete the **Furniture Donation form in Appendix 2**, providing details of the items being donated/claimed, the Warp It reference number, quantity, and recipient details. The completed form must be sent to [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

When the items have been collected and Donation forms completed, the recipient must also change the status of the item on the Warp It platform to 'collected' to ensure that it is no longer advertised.

### 3.3 Unclaimed and broken furniture- Collection Procedure:

If your item(s) are not claimed on the Warp it platform, or are not fit for reuse, the following process must be followed.

Place a works order via the [Estates Help Desk](#), selecting the common problem.

- 'Environmental and Compliance'
  - 'Furniture and Broken Furniture'

List your item for collection, quantity and a photograph if possible, within the works order.

In preparation for collection do not place items in corridors as this can block fire escape routes, and cause health and safety issues. The items remain your responsibility until collected.

Items left in corridors, with no associated works orders will be recharged back to the Faculty or PSU occupying the area or building.

Please note that any fixed furniture/equipment will need to be allocated to a maintenance contractor for removal i.e. anything that is mounted/fixed to the wall/floor. All furniture and equipment collections allocated via the Estates Help Desk works order system should be completed within 10 working days of allocations.

## 4 Effects and Actions on Non-Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

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<sup>3</sup> Instructions and video on how to claim items: <https://www.warp-it.co.uk/tourfind.aspx>

Departure from this procedure is addressed in the procedure **10.1 Nonconformity and Corrective Action**

## 5 Version Control

Date	Version	Update
29/06/2017	1	Produced by Louise Morgan-Helliwell
31/08/2018	2	<ul style="list-style-type: none"> <li>- Fax number and telephone number removed.</li> <li>- Document renamed from Furniture and Equipment Reuse to Furniture &amp; Equipment Reuse, Donation and Collection Procedure.</li> <li>- Costs amended and updated.</li> <li>- Donation form updated.</li> <li>- Duty of care responsibility outlined.</li> </ul>
15/04/2020	3	- Small addition made to; Collection Procedure: Recharge Costs
02/08/2021	4	- Update reference to Yammer, removal of recharge costs table in line with new Mitie soft FM contract
26/01/2022	5	<ul style="list-style-type: none"> <li>- Updated references from Yammer to Warp it platform.</li> <li>- Removal of Sustainability Team responsibilities</li> <li>- Removal of reference to Sustainability team coordination of items to charity</li> <li>- Addition of Warp It instructions in Appendix 1</li> <li>- Amended Furniture donation form in Appendix 2</li> <li>Warp It reference numbers</li> </ul>

## Appendix 1

### How to sign up

Go to <https://www.warp-it.co.uk/company/swansea> and click 'Register Now'.

You then need to fill in the required details (Name, staff email address, password, work address), and wait for your account to be verified. Once this has been done, you will receive a confirmation email with a link to login and start using the platform.

### How to add an item<sup>4</sup>

First you should categorise the item. To do this, type in a keyword, part of the name, or the name of the item into the free text box. The system will then make suggestions as to how to categorise the item.

Click on the category which is broadly the most suitable. For example, to categorise a desk - type in desk and wait. Click on the most appropriate category (e.g., corner desk).

You can then describe the condition of the item from a drop-down menu, location of the item for pick up, and the quantity you have available.


If you are still using the item up to a certain point you can specify when it becomes available to claim ('available from'). You can also add an 'available until' date, which would be the very last date that you want the item in your possession. If the item is not claimed 5 days before this deadline you will receive a notification on what to do next.

If you do not have a photo you can pick from the photo library. The picture will be displayed with "**Please note** this image is for illustrative purposes only. This is not the actual item." Pick an image which best suits the item you are adding.

If you do have a photo, before you add the picture make sure that the resolution is not too high. Pictures can be uploaded in the same way as other web services.

### How to search and claim an item<sup>5</sup>

Use the search bars to select the category of what you would like to search, or type in a more specific description. Items available in the organisation will then be displayed.



All Categories ▼ e.g. chairs, stationery, storage 

When you have found a suitable item, simply click on the item, tick the box to agree to the terms and conditions, select the quantity you would like (dependent on how many are available), and click claim now.

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<sup>4</sup> <https://www.warp-it.co.uk/training-add>

<sup>5</sup> <https://www.warp-it.co.uk/tourfind.aspx>

You can also ask the owner a question before you claim an item (to clarify dimensions, colour, location etc) using the 'Contact Owner' link, which will give you a textbox to write your question and send it.

- I agree to the terms of 'Shropshire Council'  
transfer of ownership form

Claim Now

 [Contact Owner](#)

When you claim an item, you are sent a confirmation email. The confirmation email contains the details of the owner and location for you to arrange exchange. Please also make note of the item number. The system will send you a reminder to pick up an item until you change the status of the item to 'collected'.

## Appendix 2. Furniture Donation form

### Part one: For completion by the individual donating items on behalf of Swansea University.

Please be advised that this 'Furniture and Equipment Donation Form' **applies to the donation of routine non-hazardous office equipment**. Any specialist laboratory or specialist equipment is subject to the University's **Staff Departure and Decontamination of Laboratory Space and Equipment Policy**, a joint H&S policy arrangements & environment management system SOP.

This form should be used as a record of donation and receipt for any Swansea University furniture and electrical items donated to staff, students, community members, community organisations and charities for reuse. Swansea University staff should complete the form as part of the process of offering usable furniture or electrical goods for reuse that would otherwise be disposed of as recycling or general waste. This form will also need to be completed for items advertised on the Community Forum.

- a) Furniture and electrical goods must be reusable e.g. safe and fit for use. Donated furniture must be structurally sound and upholstered furniture must not have any tears in the cloth covering it (any hole or tear in the cloth that reveals the foam beneath will mean the furniture is not fire resistant).
- b) Donated furniture or electrical items must have been approved for disposal by a member of staff with financial control within the Faculty/ PSU e.g. Head of Faculty/PSU.
- c) Electrical items will only be donated to organisations that will check their electrical safety before use.

Sign-off for the responsibility of the item/s is delegated by the Head of Faculty/ PSU as seen fit. A copy of the form must be held centrally for 2 years, and a copy emailed to [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

**Furniture and Equipment Donation Details**

<b>Contact name:</b>		
<b>Tel no:</b>		
<b>Faculty/ Professional Services Unit donating furniture/ equip:</b>		
<b>Building/ Floor and location of furniture:</b>		
<b>Item description for donation</b>	<b>Warp It reference number</b>	<b>Quantity</b>

Both sides of the form must be retained by Swansea University. The form is not to be given to the individual or organisation that has collected the donated items.

**Part Two: For completion by the individual or external organisation collecting the donation.**

**Terms of Donation from Swansea University**

Swansea University is willing to donate to me "as seen" certain items of furniture/equipment for which the University Faculty/ Professional Services Unit named, no longer has a foreseeable use, on the conditions set out here.

<b>Item description</b>	<b>Warp It reference number</b>	<b>Quantity</b>

**For Transfers Between University Departments**

Faculty/ PSU taking ownership of the items listed: \_\_\_\_\_



I accept possession and ownership of the item(s) on the date below. I accept that it is my responsibility:

- a) To ascertain the safety and fitness of the item(s) before use.
- b) To carry out a PAT test on any electrical item(s) before use.
- c) To take responsibility and legal duty of care for the disposal of these items at end of life.

Contact Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Head of Faculty/PSU \_\_\_\_\_

Date: \_\_\_\_\_

**For Transfers to Individuals or External Organisations**

I accept possession and ownership of the item(s) on the date below and understand that the University disclaims, to me and to any third party, all liability in respect of defects in the item(s), which may have been stored as unwanted goods.

I accept that it is my responsibility:

- a) To ascertain the safety and fitness of the item(s) before use.
- b) To carry out a PAT test on any electrical item(s) before use or sale.
- c) To take responsibility and legal duty of care for the disposal of these items at end of life.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name \_\_\_\_\_

Residential / Organisation address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Head of Faculty/PSU \_\_\_\_\_

Date: \_\_\_\_\_