**GUIDELINES:**

Issued: February 8, 2015
Revised: April 5, 2024

**PURPOSE:**

The guideline aims to provide a clear and concise process for surplus Furniture, Fixtures & Equipment (FFE) at Washington University School of Medicine. The Operations and Facilities Management Department (OFMD) intends to maximize the use of all surplus FFE before disposal.

**ACRONYMS:**

WUSM - Washington University School of Medicine

WUSTL – Washington University in St. Louis

OFMD – Operations & Facilities Department

FFE – Furniture, Fixtures & Equipment

RSP – Relocation Space Planning

RSC – Relocation Space Coordinator

EH&S – Environmental Health & Safety

PM – Project Manager

AVC/AD – Associate Vice Chancellor/Associate Dean

FE – Facilities Engineering

KPI – Key Performance Indicators

DBO – Director of Business Operations

# PROCESS

1. Surplus Process

FFE can become surplus if one or both of the following exist:

1. A department has purchased and owns the item and no longer needs/wants the item.
2. A renovation or new construction project makes the FFE no longer needed/wanted.

Typically, the department or OFMD representative determines if the item(s) has served its original purpose and no longer provides value to the department or WUSM/WUSTL. The department or OFMD representative will determine the item's eligibility for the surplus FFE program. Please note that the OFMD surplus FFE program is not part of WashU Reuse and Resource Management.

Before designating an item for the surplus FFE program, the department should ensure their business manager approves the item(s) suitable for disposal. In ServiceNow, this process is automated and requires approval by the authorized department representative.

For the FFE to be reusable, the condition must be safe, clean, functional, and free of stains (good condition).

1. Surplus Disposal

***Department***– The department should submit a [ServiceNow ticket](http://wusm.service-now.com/selfservice/category.do?sysparm_document_key=sc_category,3a1d4e074f441a00fbfa798e0210c7e6) at the department's expense for department-owned items requesting disposal.

If FFE disposal is part of a project, the department should work with the Planner/Project Manager to review the disposal plan to ensure removal is included in the project budget. If disposal is not included in the project budget, the department must dispose of the FFE by submitting a ServiceNow ticket at the department's expense.

***Planner/PM***– During the project’s design phase, the OFMD Planner/PM or the Resource Management team in Furniture & Design should determine whether there will be surplus FFE.

However, some projects may not have a full surplus scope until the project's end. The Planner/PM should inform the RSC of any surplus FFE. The Planner/PM should assess the FFE to determine if it can be used on another project they manage. The AVC/AD of Operations & Facilities Management must approve the storage of any FFE.

***RSC***– After receiving the ServiceNow ticket or Planner/PM email regarding the surplus FFE, the RSC will vet the request (for example, if it's an electronic item, the RSC will direct the customer to contact EH&S) to ensure it falls within the RSP's responsibility and to determine the timeline of when the item(s) need to be removed. If the item(s) falls under the RSP's responsibility, the RSC will typically walk the space where the items are located to review, photograph and inventory the item(s). The Planner/PM and RSC should attend the pre-move walk-through meeting.

If the FFE surplus meets the conditional requirements, the RSC will email all Planners/PMs with the surplus FFE photos and descriptions.

If a Planner/PM can use the surplus FFE, they should email the RSC with the location for the delivery. The department or planner/PM may be responsible for the cost of moving the item(s). The RSC will document the item(s) reuse for tracking purposes.

If the RSC doesn't receive any emails from Planners/PMs wanting the surplus FFE within the specified time, the RSC will contact a moving vendor or FEs Move Team for disposal.

1. Recycle, Reuse, Donation or Decommission.

If the RSC determines an item(s) should be disposed of, there are four ways to do so.

**Metal Recycle** – The RSC will either assign the ServiceNow ticket to FE or request a proposal from a moving vendor. OFMD Business Operations will track the dumpster weight.

**Internal Reuse** – See above for more details.

**External Donation** - Generally, the RSC shouldn't spend an inordinate number of resources finding an organization to take the item(s). If the RSC finds an organization (e.g., Home Sweet Home) to take the item(s), the organization must fill out this form, which the RSC will send to Resource Management.

**Decommission** – The RSC will either assign the ServiceNow ticket to FE or request a proposal from a moving vendor.

# Sustainability and Reporting (OFMD Annual Performance Report)

OFMD will track the following annually:

|  |  |  |  |
| --- | --- | --- | --- |
| FFE KPI | OFMD lead | Reporting process | Who gets the report? |
| Metal items scrapped in metal recycling dumpsters | Director of Business Operations (DBO) | The company records the metal weight and emails the information to the DBO. | The DBO will send it to the Admin. Planner I. |
| Items donated by quantity and recipient | Relocation Space Coordinator (RSC) | The RSC tracks the information provided by the company accepting the donation in Excel. | The RSC will send it to the Admin. Planner I. |
| Items re-used internally by quantity and recipient | Relocation Space Coordinator (RSC) | The RSC tracks the information in Excel. | The RSC will send it to the Admin. Planner I. |
| Items disposed of (landfill) by quantity | Relocation Space Coordinator (RSC) | The RSC tracks the information provided by the company performing the disposal in Excel. | The RSC will send it to the Admin. Planner I. |

Please note that generally, items should not be given to WUSM employees or students for personal use. The AVC/AD must approve this exception to evaluate risk and liability. Any items approved for disposal for employee/student use must be documented in writing using this [Release for General Property Donations form](https://wustl.app.box.com/s/lac28jiubh38stwlys76onmto6rmxb1y) and tracked as "community reuse."

**RESOURCES:**

[Capital Equipment Asset Tagging](https://financialservices.wustl.edu/wfin-topic/property-and-equipment/asset-tagging-project/)

[Capital Equipment Asset Policy](https://financialservices.wustl.edu/form-post/asset-retirement-policy/)

[WashU Reuse](https://reuse.wustl.edu/)