

GUIDELINES:

Issued: February 8, 2015

Revised: July 15, 2019

PURPOSE:

Provide a clear and concise guideline for the disbursement/disposal of surplus FFE at Washington University School of Medicine. It is the intent of the Dept. of Operations and Facilities Management to maximize the use of all surplus FFE before proceeding to disposal. The surplus disbursement/disposal procedure will ensure that surplus FFE has provided a value beyond its worth, and that its disbursement/disposal will be conducted in an equitable, efficient, environmentally friendly and cost effective manner. When it has been determined that no further value or reuse is to be realized by the Department or the School which has ownership of the property, the said item shall be declared surplus. Once declared surplus, items will be disposed of as stated in the following procedure.

PROCESS

1. Surplus Process

When it is determined by the Department or the School that an item has served its original purpose and no longer provides value to the Department or School, this item shall be slated for determination of its eligibility for the surplus disbursement/disposal program.

The decision to designate an item for the surplus program must be made by the person with purchasing authority for the department in which the FFE is located and/or purchased.

There are two ways FFE can become surplus: 1) a department no longer has a need for the item and/or 2) through a renovation or new construction involving a move and the FFE is no longer needed or is being renewed.

Requirements: In order for the FFE to be reusable, the condition must be safe, clean, functional and free of stains (good condition).

2. Surplus Disbursement/Disposal

When donating items to an organization or anyone outside of the University there are release forms that must be filled out and sent to the Procurement & Accounting Coordinator who will then retain and send to EH&S and legal if necessary.

Process Cont.

Capital/Space Planning

a. Notification Process

Department – For Department-owned items requesting disposal, the department should 1) enter move work order through Service-Now to request disposal of the item at the departments cost or 2) contact a move vendor to dispose of the FFE at department cost. The disposal forms should still be completed and sent to OFMD Attn. Procurement/Accounting Box 8047. If FFE disposal is part of a renovation then 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 then the department will need to dispose of the FFE.

Planner/Project Manager - During the design phase of a project there should be a determination whether there will be surplus FFE by the OFMD Physical Planner or Project Manager or the Resource Management Team in Furniture & Design.

However, there will be projects that may not have a full scope of surplus until the end of a project. The Planner/Project Manager should inform the Procurement & Accounting Coordinator and Move & Relocation Coordinator when items have been determined surplus. The Planner/Project Manager should first assess the FFE to determine if he/she can use on another project he/she or the department manages. The storage of any FFE must be approved by Physical Planning, Space Planning and the AVC/AD of Operations & Facilities Management.

Move & Relocation Coordinator - With FFE surplus that meets the conditional requirements, the Move & Relocation Coordinator will send out an email to all Planners/Project Managers making them aware of the surplus announcement. Planners/Project Managers have a limited time, five to ten business days, to respond to the email. If a Planner/Project Manager can use the surplus FFE, he/she is responsible to inform the Move & Relocation Coordinator and the Procurement & Accounting Coordinator within the time period indicated within the email by providing a funding source (project number) and location for the delivery of the surplus. In a parallel process, the Move & Relocation Coordinator will contact the Procurement & Accounting Coordinator, making him/her aware of the FFE available for sale, donation or disposal. As a reminder, the storage of any FFE must be approved by Physical Planning Space Planning or the AVC/AD of Operations & Facilities Management.

b. Cannibalization

For some items it may be considered advantageous to use components of one unit to help reconstruct another. This process may leave nothing more than an empty shell with no surplus value. In these cases, disposing of an item that has been cannibalized in a dumpster or proper recycling receptacle is the most cost-effective method of disposal.

4. Time-line/Schedule

Removal of Unclaimed Items

If items are left unclaimed by the vacating department within three working days after the move date, the items will be declared as scrap and disposed of accordingly. If the department was notified prior to their move date that the space will be immediately renovated or demolished upon a departure/move any FFE left behind will be declared abandoned. This will allow for projects to stay on schedule. Any disposal of FFE or unclaimed items will be pre-communicated to the department or school in writing by the Planner/Project Manager.

The Move & Relocation Coordinator is responsible for ensuring all items to be moved are moved effectively, accurately and timely. The Move & Relocation Coordinator should notify the Procurement & Accounting Coordinator that the space is ready for a final walkthrough, at which time the Procurement & Accounting Coordinator is responsible for the final walkthrough of the space and should notify the Planner/Project Manager when the space is ready for renovation/demolition, etc.

Sustainability and Reporting (OFMD Annual Performance Report)

OFMD will track the following:

- Items scrapped will be captured in recycling scrap metrics (annual).
- Items donated will be tracked by quantity, recipient and depreciated value (annual).
- Items sold will be tracked by quantity, recipient and sale receipts (annual).
- Items disposed of will be tracked by quantity, cost of disposal and condition (annual).

When donating items to an organization or anyone outside of the University there are release forms that must be filled out and sent to the Procurement & Accounting Coordinator who will then retain and send to EH&S if necessary.

Michelle could you please insert the links where you are going to add the 2 documents.