Returning to Campus

Furniture Moves and Disposal Guidance

# Background and guidance

Prior to returning to campus you may be considering making changes to the layout of you and your team’s office or workspace. This might be to accommodate social-distancing or hybrid working for example. This may have implications for the furniture and equipment in your offices or create a short-term additional volume of general waste or recycling.

Before deciding whether furniture needs to be moved or disposed of, we’d advise thinking about the needs of your workspace in the next 12 months and beyond. Given that there will be changes over this time, with a shift to hybrid working, it’s important that furniture isn’t disposed of unnecessarily. Clearly we want to avoid moving or removing furniture now which may still be required in months to come.

In the first instance, we would advise asking colleagues or your Head of School Administration (or equivalent) to see if anyone else can use your unwanted furniture locally. We currently have very limited space to store and recycle furniture on campus. Over the past year, in order to accommodate social-distancing, as well as at home working, there has been a large volume of furniture moved on campus. Owing to this the University doesn’t have as much capacity to handle furniture disposals as it did previously.

House Services also have reduced capacity to help with moves, especially if they involve a large number of items, areas or buildings.

With all the above in mind if you need to arrange for furniture or equipment to be moved or removed, require additional electrical or IT sockets or additional waste collections please complete the form below.

We recognize that there is quite a bit to complete for a relatively simple task however given the number of requests we are receiving, we need the information in order to allocate resource in the most effective and efficient way.

Other considerations:

* A member of staff is required on campus whilst the furniture moves take place to ensure the right items are moved/removed. For individual items requiring disposal we may be able to do this without staff being on campus but these will have to be clearly labelled.
* Estates staff and House Services are unable to advise on how to make your office or workplace Covid secure. This needs to come from the relevant line manager/health and safety rep. For further information see Covid-19 FAQs: <https://www.staffnet.manchester.ac.uk/campus-management/faqs/>).
* Do not leave furniture or large volumes of waste out in corridors as it creates a hazard. Use the form below to arrange a suitable time for removal.
* If you’re clearing paperwork which contain personal or confidential information you will need to arrange disposal of it using the [University’s confidential paper shredding and disposal service](https://www.staffnet.manchester.ac.uk/igo/records-information-management/disposal-of-confidential-material/).
* If you’re disposing of IT equipment please contact the IT Lifecycle Team: <https://www.itservices.manchester.ac.uk/aboutus/sustainability/disposal>

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| Furniture Moves/Disposal request form |  |

Once complete, please return the form to [Colin.O'neill@manchester.ac.uk](mailto:Colin.O'neill@manchester.ac.uk). We will aim to get back to you within 1 week to advise on the best route for dealing with your request. We will then endeavor to get any moves or disposals done within 2-3 weeks but that may be longer depending on the complexity of your request and other work required on campus at the time.

Where possible will we utilise in-house staff to fulfil your request. Depending on volume of work, we may need to arrange additional resource for which there will be a small charge. Lastly, if that isn’t possible we will advise you of removal firms who you can contact to arrange for the move or disposal (which would also be chargeable) and may take longer than the times frames given above.

|  |  |
| --- | --- |
| Name |  |
| Telephone (required for contacting you on the day of any furniture moves) |  |
| Email address |  |
| Building and office that you are based in |  |

# Furniture moves/disposal

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| --- | --- | --- |
| Do you require furniture to be:  a) moved  b) disposed |  | |
| What items for furniture need moving  *Please list and give as much of a description as possible e.g. 2 x 1400mm desks – use a separate sheet if necessary.* |  | |
| Where does the furniture need moving:-  (*Please include building name, floor and room numbers.*  *If the furniture if for disposal only, please put N/A in the ‘To’ field.* | From: | To: |
| Does any of the furniture need storing? If so, please include details of where it can be stored and who has authorised use of that storage space. |  |  |
| Date by which furniture needs to be (re)moved by?  (*DD/MM/YYYY*)  (*If you can be flexible on dates please say*). |  | |

|  |  |
| --- | --- |
| Do you have budgetary approval should the work need to be recharged?  If so, please include the budget code. |  |
| Has the furniture being moved/disposed of been labelled accordingly? (*Yes/No/It will be*) |  |

# Waste / equipment disposal

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| --- | --- |
| Do the changes you’re making to your workspace require the disposal of either:   1. A significant volume of waste (paper, general waste etc) 2. Any equipment   If so, please give details here. |  |

# Electrical and IT alterations

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| --- | --- |
| Will the changes you’re making to your workspace require any changes to:   1. The number or location of electrical sockets 2. The number or location of IT network or telephone sockets   If so, please give details here.  *(Alternations to electrical and IT supplies are chargeable and may require separate projects to be raised. If you give details here we shall advise on this in our reply).* |  |

*End of form.*

Please return to [Colin.O'neill@manchester.ac.uk](mailto:Colin.O'neill@manchester.ac.uk).