UnigreenScheme (Equipment resale) booking form

*Please fully complete the following form to make a booking with UniGreenScheme to collect redundant equipment for resale.*

## Contact details

|  |  |
| --- | --- |
| Name: |  |
| Telephone: |  |
| Email:  |  |
| School or Function: |  |
| Department/Team: |  |

## Equipment details

|  |  |
| --- | --- |
| Campus: |  |
| Building: |  |
| Room number: |  |
| Any access requirements: |  |
| Is there a lift available to use if required? |  |

|  |  |  |
| --- | --- | --- |
| **Equipment type – *e.g. TV, water bath*** | **Quantity** | **Description *(including make and model if available)*** |
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| **If the equipment has a hardwired connection to the electricity supply, or a piped connection to gas or water supplies, has it been disconnected?** | ***Delete as appropriate:* Yes / No / Not Applicable***If no, you must arrange for Estates Maintenance to do this before UniGreenScheme can collect – contact the Estates Helpdesk on x7000*. |
| **Has the equipment been disassembled or detached (e.g. unscrewed from the wall or floor)?** | ***Delete as appropriate:* Yes / No / Not required** *If no and you require UniGreenScheme to dismantle or detach, please check with Estates Maintenance on x7000 what Risk Assessments or Permits to Work UniGreenScheme may need. It is your responsibility to ensure these have been completed before any collection is made.* |
| **Is the equipment very heavy or need specialist tools to remove?** |  |
| **Is the equipment loose, in boxes or on pallets?**  |  |
| **Any other information:** |  |

## Declarations

|  |
| --- |
| **The following section must be fully completed. By putting a cross in the following checkboxes, I confirm that:** |
| [ ]  | I have already checked whether this equipment can be re-used internally at the University and it is not required. |
| [ ]  | The Head of School/Head of Department (as appropriate) has authorised the equipment listed above to be collected for resale by UniGreenScheme. |
| [ ]  | The Director of Procurement and the Director of Finance (via Procurement) have both authorised the equipment listed above to be collected for resale by UniGreenScheme. |
| [ ]  | I recognise that UniGreenScheme will do their best to generate a rebate for the University, but the exact return is not guaranteed (and in some cases no rebate will be received). |
| [ ]  | I have completed a decontamination form for the items above (if appropriate) and will provide this to UniGreenScheme before collection. |
| **Name of HoS/HoD authorisation has been received from:** |  |
| **Date authorisation received from HoS/HoD:** |  |
| **Date authorisation received from Director of Procurement and Director of Finance** |  |
| **Internal budget code to pay any rebate to:** |  |

**Please email this form to** **info@unigreenscheme.co.uk** **to make your booking, and cc’** **waste@reading.ac.uk****.**

**For more information visit:**

[**https://sites.reading.ac.uk/sustainability/recycling/re-use/**](https://sites.reading.ac.uk/sustainability/recycling/re-use/)

[**http://www.unigreenscheme.co.uk/our-service**](http://www.unigreenscheme.co.uk/our-service)