

2018 Winter Office Cleanup – Surplus Furniture Disposal Request

Trafalgar – Dec. 17, HMC – Dec. 19 & Davis – Dec. 20



Please complete this form with the approval from the department manager for your request to remove surplus furniture from your office area. Attach a photo of the furniture item.

To submit the request during the Cleanup event at your campus, please visit one of the [Community Drop-off Sites](#). A completed form signed by your department manager or manager designate will be required.

For any questions, please contact us at missionzero@sheridancollege.ca.

Facilities Services & Office for Sustainability

Part 1 Requester Information and Department Approval

Date: _____ Requester Name: _____

Dept./Campus/Wing/Room No.: _____

Email: _____ Phone: _____

Alternate office contact: _____

Department Manager Name: _____ Department Manager Approval: _____

Part 2 Furniture Description

Sheridan Asset Tag # (if available): _____

Furniture Description: _____

Photo attached: Yes or No _____ Make/Model/Serial # (if available): _____

Physical Location of Item: _____

Condition of Furniture (select one): Excellent/Brand New Working Repairable Not Repairable

Describe any potential hazards or risks: _____

Part 3: Furniture Disposal (to be completed by Facilities Staff)

Disposal Recommendation (select one): Reuse on campus or Donate to charities or Scrap

Facilities Staff Name: _____ Facilities Staff Signature: _____

Date: _____