

## Appendix 2. Furniture Donation form

### Part one: For completion by the individual donating items on behalf of Swansea University.

Please be advised that this 'Furniture and Equipment Donation Form' **applies to the donation of routine non-hazardous office equipment**. Any specialist laboratory or specialist equipment is subject to the University's **Staff Departure and Decontamination of Laboratory Space and Equipment Policy**, a joint H&S policy arrangements & environment management system SOP.

This form should be used as a record of donation and receipt for any Swansea University furniture and electrical items donated to staff, students, community members, community organisations and charities for reuse. Swansea University staff should complete the form as part of the process of offering usable furniture or electrical goods for reuse that would otherwise be disposed of as recycling or general waste. This form will also need to be completed for items advertised on the Community Forum.

- a) Furniture and electrical goods must be reusable e.g. safe and fit for use. Donated furniture must be structurally sound and upholstered furniture must not have any tears in the cloth covering it (any hole or tear in the cloth that reveals the foam beneath will mean the furniture is not fire resistant).
- b) Donated furniture or electrical items must have been approved for disposal by a member of staff with financial control within the Faculty/ PSU e.g. Head of Faculty/PSU.
- c) Electrical items will only be donated to organisations that will check their electrical safety before use.

Sign-off for the responsibility of the item/s is delegated by the Head of Faculty/ PSU as seen fit. A copy of the form must be held centrally for 2 years, and a copy emailed to [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

### Furniture and Equipment Donation Details

<b>Contact name:</b>		
<b>Tel no:</b>		
<b>Faculty/ Professional Services Unit donating furniture/ equip:</b>		
<b>Building/ Floor and location of furniture:</b>		
<b>Item description for donation</b>	<b>Warp It reference number</b>	<b>Quantity</b>

Both sides of the form must be retained by Swansea University. The form is not to be given to the individual or organisation that has collected the donated items.

### Part Two: For completion by the individual or external organisation collecting the donation.

#### Terms of Donation from Swansea University

Swansea University is willing to donate to me "as seen" certain items of furniture/equipment for which the University Faculty/ Professional Services Unit named, no longer has a foreseeable use, on the conditions set out here.

<b>Item description</b>	<b>Warp It reference number</b>	<b>Quantity</b>

#### For Transfers Between University Departments

Faculty/ PSU taking ownership of the items listed: \_\_\_\_\_

I accept possession and ownership of the item(s) on the date below. I accept that it is my responsibility:

- a) To ascertain the safety and fitness of the item(s) before use.
- b) To carry out a PAT test on any electrical item(s) before use.
- c) To take responsibility and legal duty of care for the disposal of these items at end of life.

Contact Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Head of Faculty/PSU \_\_\_\_\_

Date: \_\_\_\_\_

**For Transfers to Individuals or External Organisations**

I accept possession and ownership of the item(s) on the date below and understand that the University disclaims, to me and to any third party, all liability in respect of defects in the item(s), which may have been stored as unwanted goods.

I accept that it is my responsibility:

- a) To ascertain the safety and fitness of the item(s) before use.
- b) To carry out a PAT test on any electrical item(s) before use or sale.
- c) To take responsibility and legal duty of care for the disposal of these items at end of life.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name \_\_\_\_\_

Residential / Organisation address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Head of Faculty/PSU \_\_\_\_\_

Date: \_\_\_\_\_