



Surplus Property Removal & Moving Services Request Form

To request surplus property removal or moving services, customers must:

1. First, submit a service request via the Facilities Self Service (FSS) at <https://fss.vcu.edu/>.
2. Then, complete this form and email it to:
 - a. Your department's fixed asset custodian
 - b. Jerry Ware, surplus property manager, VCU Facilities Operations, jmware@vcu.edu
 - c. *For laboratory departments only:* Joe Yannie, laboratory safety specialist, VCU Occupational Health & Safety (OHS), yanniep@vcu.edu
3. Facilities Operations staff will contact you shortly thereafter to discuss next steps.

Customer school or department:	Date:
Customer name:	Customer phone #:
Location (building, floor and room #):	Customer request # from the FSS request/work order #:
Department fixed asset custodian name:	Type of laboratory, if applicable:
Name: _____ Signature: _____	
Customer signature:	
Printed Name: _____	Signature: _____

Regulated materials

Principal investigators must ensure that employees are trained in the proper disposal of materials as defined in the VCU/MCVH/MCVP Safety Manual. Warehouse Management and General Services cannot accept items containing or contaminated with biological, chemical or radioactive materials. The individual responsible for a department's potentially hazardous items or equipment must contact VCU OHS at yanniep@vcu.edu to schedule an equipment clearance. Warehouse Management and General Services will not surplus or move items without documentation from OHS. Facilities Operations will report any violation to OHS, and the transferring department be billed for all cleanup services.

Hard drive data removal certification

Prior to transferring computers to Warehouse Management, departments must remove all hard drive data either by wiping the drive with approved software or destroying the hard drive.

Signature: _____ **Date:** _____

Fluid removal

If items contain fluids, such as but not limited to Freon, oil, gasoline, diesel, hydraulic fluid and lubricants, the department/customer will still submit a request and the Surplus Manager will come and tag the surplus. The fluid will now be removed at the warehouse by a contractor and the work order will reflect the cost of fluid removal upon completion.

VCU surplus administrator/manager: _____ **Date:** _____

**FACILITIES OPERATIONS
SURPLUS PICK UP / MOVE FORM**

WORK ORDER # _____

DEPARTMENT _____

Make	Type of equipment	Model #	Serial #	Asset Tag #	Contents (Bio, Chemical, Radio, etc.)	Floor & room #	SURPLUS OR MOVE	OEHS ONLY

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