



Surplus Furniture Guidelines

Furniture deemed to be surplus by the current campus owner/user may be donated to the Caltech Surplus Material Program. Upon transfer to the program, the original owner/user forfeits any claim to any dollar value associated with the donated piece of furniture. All furniture in the program will be processed with the following priorities:

1. Offered to Caltech faculty, staff, or students for Institute use on campus properties free of charge
2. Sold to Caltech faculty, staff or students for private use off campus
3. Donated or sold to a third-party organization for reuse off campus
4. Recycled or properly disposed of using Caltech approved vendors

In order to be eligible for the program, furniture must have been used on Caltech owned properties and must currently be located on Caltech owned property.

The program does not accept any furniture that is in disrepair or originated in a lab where hazardous materials were used.

Surplus Furniture Storage

Allowable surplus furniture may be delivered to the CES building for temporary storage. The current campus owner/user is responsible for transporting the furniture to the CES building. Please notify the following individuals of any deliveries:

Olga Donah	x2007	Olga.Donah@caltech.edu
Ken Lewis	x3783	KLewis@caltech.edu

Claiming Furniture for On-Campus Reuse

The CES furniture storage area is open every Tuesday from 8am-noon during which time, furniture will be available to be claimed on a first come-first serve basis. Furniture marked with an orange sticker may be claimed for on-campus reuse by tagging the item you wish to take with name, phone extension and date.

After claiming an item, program staff will assist with removing the item from storage. The new owner/user is responsible for transportation to the new campus point of use.

If after two weeks, a claimed item has not been relocated, claim tags will be removed and the item will be available for another party to claim.

Purchasing Furniture for Off-Campus Reuse

If a member of the campus community wishes to acquire a piece of furniture for private use off campus, the item must be purchased from the Caltech Surplus Material Program. The

Caltech

individual claiming the item is responsible for notifying program staff that they wish to purchase the item for use off campus.

Only items marked with a blue sticker are eligible for purchase. The purchaser must tag the item, complete a form to document the transaction and pay a nominal fee, which is set by program staff and reflects the market value for the material and/or cost of disposal.

Donating or Recycling Unclaimed Furniture

If furniture is not claimed or sold within a reasonable time, the furniture will be donated or properly recycled by program staff.