Estates & Facilities Directorate

Facilities and Support Services

**Request for the collection of WEEE for recycling**

**Instructions**

To be completed and sent to the relevant campus contact for WEEE collection.

All items for disposal must be removed from YOUR inventory following the inventory disposal system which can be found at:

[https://www.wlv.ac.uk/staff/media/departments/finance/documents/Policy-for-Disposal-of-Inventory-Equipment[1].pdf](https://www.wlv.ac.uk/staff/media/departments/finance/documents/Policy-for-Disposal-of-Inventory-Equipment%5b1%5d.pdf)

Charges will apply as follows:

- Transportation

- Certificate of Destruction

- Magnetic Media Incineration (Data Tapes, Floppy Disc, CD, DVD & USBs)

- White Goods

- Fridges & Freezers will be collected by another provider and recharged separately

- Charges may apply for CRT monitor or old TVs which are classed as hazardous waste

Facilities will arrange a collection of all goods within 5 working days. Where a major IT refit is scheduled, IT Services will liaise directly with the contractor and arrange for collection from situ.

Please add additional items that are not specified in the empty columns at the end of the form.

Campus contacts

City [CITYFACILITIESHUB@WLV.AC.UK](mailto:CITYFACILITIESHUB@WLV.AC.UK)

Walsall: [WALSALLHUB@WLV.AC.UK](mailto:WALSALLHUB@WLV.AC.UK)

Telford: [TELFORDHUB@WLV.AC.UK](mailto:TELFORDHUB@WLV.AC.UK)

UWSP: [UWSPFacilitiesHub@WLV.AC.UK](mailto:UWSPFacilitiesHub@WLV.AC.UK)

|  |  |
| --- | --- |
| Contact Name: | School / Department : |
| Contact No: | Email: |
| Cost Centre: | Campus: |
| **No equipment is to be left outside**  Address of holding location for equipment collection: | |

**Items for Collection**

| **Type** | **Quantity**  **Working** | **Quantity Not Working** | **Age**  **(If Known)** |
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