

Furniture Surplus Procedure

In an effort to more efficiently handle the moving and removal of surplus and unwanted furniture in our building, this procedure has been developed. Your cooperation and participation will greatly enhance the effectiveness and speed in which your needs may be met.

- ❖ Honestly assess the true needs of your space to best meet the needs of the students. (i.e.: how many desks and chairs you will need keeping in mind that class sizes fluctuate) Extra student desks should be kept for a minimum of one week after the first day of school until enrollment has leveled off.
 - ❖ When a piece of furniture is no longer wanted, e-mail the general staff and inquire if someone else wants it first. If interest is expressed e-mail the lead custodian to help move it if help is required.
 - ❖ If no interest is expressed please e-mail the appropriate staff member assigned and request the item(s) be surplus according to District policy.
 - Furniture = Lead custodian
 - Audio Visual = Librarian
 - Computer and Tech Equipment = TSS
- Please do not place items in the hallways or on the stage when they are no longer wanted.** If they are garbage please mark them as such and they will be disposed of.
- ❖ If you have a need for furniture from storage/surplus you may also e-mail the lead custodian and inquire as to what is available.
 - ❖ District surplus policy requires that surplus declarations be submitted a minimum of 2 weeks prior to the designated pick up date.

Please keep in mind that our poor old building has no storage space and that some larger items may need to remain in your room until the appointed surplus time for our building. Though this is not the most desirable option it is at this time a necessity.