SURPLUS ADDENDUM – COMPUTERS AND TECHNOLOGY EQUIPMENT (Anderson, Bloedel and Winkenwerder Halls)

Unneeded technology items such as computers, printers, scanners, digital cameras, etc. will be reviewed by SEFS-IT before surplusing. Please use the following procedure:

1. Keep the equipment in-place, in your space, in a working and usable state so it can be evaluated.
2. Mark the equipment to be removed clearly so it can be easily identified and separated from all other equipment in the area.
3. Send an email to sefsbldg@uw.edu and sefshelp@uw.edu with a list of the equipment that needs to be taken away. Please include: Make, Model, Location, Serial number if present, and UW Inventory tag if present.
4. SEFS-IT will evaluate the equipment for surplus or re-assignment.
5. Computers require their hard drives be erased before surplusing to prevent data from being stolen until UW Surplus performs full data destruction. The erase procedure will be started when the computer is evaluated. If you need full data destruction because the hard drive has contained confidential data please let the evaluator know and we will do that instead. Full data destruction requires up to 72 hours or more.
6. SEFS-IT will send approval to surplus the equipment to sefsbldg@uw.edu.

Please allow for a few weeks from submission until the equipment is hauled away. If anything will interfere with the equipment remaining in place please plan ahead, notify us with plenty of time, and let us know about the deadlines in advance.