

**IT ITEMS ONLY WEEE collection form**

**Please see the list of accepted items in this collection at the bottom of the form.**

***This service is free for University departments but not available to colleges.***



**NOTE:** Are your items to be disposed of still usable? Why not advertise them on WarpIt - The University’s free internal online reuse system!

See: [*www.environment.admin.cam.ac.uk/warpit*](http://www.environment.admin.cam.ac.uk/warpit)

**CLIENT DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The University of Cambridge** | |  |
| **Department :** |  | |  |
| **Collection Address:** |  | **Preferred Collection Date:** |  |
| **Post Code** |  | | *Please note: Your collection date will be confirmed by email.*  *At least one contact named in this box must be reachable by phone on your collection day.* |
| **Main contact name** |  | |
| **Telephone No.** |  | |
| **E-mail** |  | |
| **Alternative contact name** |  | |
| **Telephone No.** |  | |
| **E-mail** |  | |

**EQUIPMENT TYPES TO BE COLLECTED:**

|  |  |  |
| --- | --- | --- |
| **Type of Equipment** | **Quantity** | **Equipment details (including make and model where available)** |
| **Laptops:** |  |  |
| **Desktop systems:** |  |  |
| **14" and 15" monitors:**  *Please state TFT or CRT* |  |  |
| **17" monitors:**  *Please state TFT or CRT* |  |  |
| **19", 20" and 21" monitors:**  *Please state TFT or CRT* |  |  |
| **Printers (desktop size):** *(Includes fax machines)* |  |  |
| **Printers (large floor standing):** *(Includes plotters)* |  |  |
| **Servers:** |  |  |
| **Data cabinets/server racks:** |  |  |
| **UPS's**  (Uninterruptible Power Supply)**:** |  |  |
| **Other IT: Network switches** |  |  |

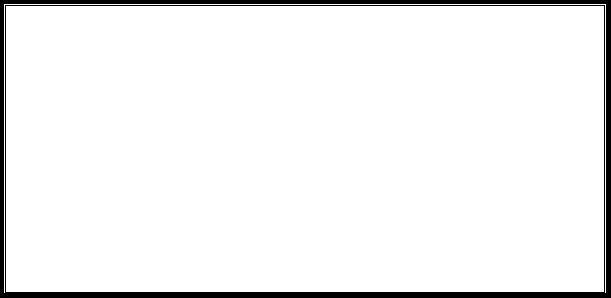
**COLLECTION DETAILS:**

|  |  |
| --- | --- |
| **HAS THE EQUIPMENT BEEN DISCONNECTED?**  *(Items should be ready to be removed i.e.*  *disconnected from sockets)* |  |
| **IS THERE A LIFT AVAILABLE?** |  |
| **ARE THE GOODS BOXED, LOOSE OR PALLETISED?** |  |
| **ARE THERE ANY ITEMS THAT REQUIRE**  **A SPECIAL PIECE OF EQUIPMENT TO LIFT IT OR REQUIRE MORE THAN ONE PERSON?** |  |

**DATA PROTECTION:**

*Note that data-bearing units (HDDs etc.) are securely erased of data by Restore. Further details on the process used is available at* [*www.environment.admin.cam.ac.uk/files/cdl\_data\_capability.pdf.*](http://www.environment.admin.cam.ac.uk/files/cdl_data_capability.pdf) *For any particularly sensitive data-bearing equipment, the option of on-site destruction is available for a charge to the department. Should you require this service please specify this with your request.*

Please provide any further information relevant to your request in the box below.



**Please return form by email to WEEERequests@restore-technology.co.uk when completed.**

**Any questions? Call Facilities Management on 01223 (7)48134 or email Facilities.Management@admin.cam.ac.uk**

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| --- |
| **Type** |
| Apple Combi |
| Apple Desktop |
| Apple iMac |
| Apple Laptop |
| AV Equipment |
| Chrome Device |
| Combi PC |
| CRT |
| Desktop |
| Desktop Printer |
| Flat Screen TV |
| Hard Drive |
| Keyboards |
| Laptop |
| Loose Media |
| Mobile Device |
| Printers |
| Server |
| Switch Router |
| TFT |
| UPS |
| Workstation |
| General equipment including cabling, server rails and mice. |