

**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.  |