

IT ITEMS ONLY WEEE collection form

Please leave all items intact, do NOT cut off plugs or remove batteries from laptops. A list of accepted items in this collection is 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 Warplt - The University's free internal online re-use system!

See: www.environment.admin.cam.ac.uk/warplt

CLIENT DETAILS:

The University of Cambridge			
Department :			
Collection Address:		Preferred Collection Date:	
Post Code			<i>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.</i>
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: <i>Please state TFT or CRT</i>		
17" monitors: <i>Please state TFT or CRT</i>		
19", 20" and 21" monitors: <i>Please state TFT or CRT</i>		
Printers (desktop size): <i>(Includes fax machines)</i>		
Printers (large floor standing): <i>(Includes plotters)</i>		
Servers:		
Data cabinets/server racks:		

UPS's (Uninterruptible Power Supply):		
Other IT:		

COLLECTION DETAILS:

HAS THE EQUIPMENT BEEN DISCONNECTED? <i>(Items should be ready to be removed i.e. disconnected from sockets)</i>	
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. 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

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.