

Please ensure all values are in a proper format.
Fields: **Requestor Email, Requestor Phone, Requestor Cell**



The University of Texas at Austin Facilities Services

Surplus Property Pick Up Request

Use this form to request a Surplus Property pick up. Please provide as much information as you can.

Photos are encouraged and appreciated. If we need clarification, we will contact you directly.

You will receive a detailed e-mail of your request upon submission of this form. Please retain it for your records.

Facilities Service Center 512-471-2020

* Denotes Required Fields

Surplus Property Information

Before sending inventoried items to surplus please complete a [CCART](#).

This form is for surplus items only. If you have items to be relocated to another building, room or UT location, please use the [Move Planning Form](#).

For more information visit [Surplus Property](#) on the web.

Requestor Information

Requestor Name*



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Requestor EID***YOUR EID****Requestor Email*****YOUR EMAIL****Requestor Phone*****YOUR PHONE****Requestor Cell*****YOUR CELL****Is the main contact the same as requestor?*** Yes No

If specific room(s) have a main contact, that will be asked later in the form.

Main Contact***RYAN VOGEL****Main Contact EID****RKV274****Main Contact Email****RVOGEL@AUSTIN.UTEXAS.EDU****Main Contact Phone****(512) 471-4233****Main Contact Cell*****830-305-6020**

Accounting and Billing Information

Surplus Property is currently accepting expedited pick-up requests. Expedited pick-up is a paid service, and requires an account number. Institutional (free) pickups are scheduled at Surplus Properties's discretion based on their current schedule.



Expedited (Paid) Institutional (Free)

Scheduling Information

Surplus Property normal hours of operation are 8:00 am to 12:00 pm, and 1:00 pm to 4:30 pm Monday-Friday.

Preferred date ranges are only accepted for paid expedited requests. Institutional (free) pickups are scheduled at Surplus Properties's discretion based on their current schedule.

Additional Information for date or time of move.

**ARE INCLUDING
MOUSE AND KEYBOARDS
MONITORS
PRINTERS**

Such as days or times the area is not available.

Is an elevator available for use?

 Yes No N/A

If applicable, will items fit in elevator?

 Yes No N/A

Are there any tight corners in offices and/or hallways that might present a challenge to our staff when moving your items?

 Yes No N/A

Additional Information Regarding Elevators or Tight Corners

Surplus Property Move Preparation

Please take the following actions before the pick up:



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- Complete [CCART](#) for all inventory items.
- CCART Document ID(s) # will be needed for this form.
- Erase/Remove hard drive on computers. Request [Hard Drive Destruction](#) through ITS.

REFRIGERATORS:

- Must be emptied and defrosted, otherwise they will not be moved.
- Refrigerators need to have Freon and oil removed. Submit a [WORQS Service Request](#) to have Freon and oil removed. Exceptions may be made for commercial refrigerators and freezers.
- Call the Facilities Service Center (512) 471-2020 for further information.

OVENS:

- Ovens must be inspected for asbestos by Environmental Health and Safety which can be requested [here](#). The asbestos assessment must be attached to the oven.

LAB EQUIPMENT:

- The following forms must be attached to the lab equipment:
 - [Laboratory Equipment Decontamination Form](#) must be approved by [Environmental Health and Safety](#) (EHS)
 - [Lab Specialty Equipment Form](#)

FURNITURE:

- Empty and unlock Bookcases, Credenzas, Desks and Filing Cabinets. For assistance with missing keys, please submit a [WORQS Service Request](#).
- Surplus Property does not disassemble modular furniture.
- A third-party furniture company will need to be called to disassemble modular furniture.
- If you have questions, please call the Facilities Service Center at 512-471-2020.

Location #1

Be as accurate as possible with quantities and locations, as it allows for accurate scheduling of your pick up and prevents rescheduling.

If you need pickup from multiple buildings, submit one form per building.



Is there a specific contact for Location #1? *

Yes

No

Such as the occupant, or someone who has a key to the area.

Site *

UT Main Campus - UTM ▼

Building *

BLDG NAME

Please submit only one request per building.

Floor *

Room Number *

FLOOR#

ROOM#

If room is a hallway, please describe closest room in the field below.

Location #1 Special Instructions

GIVE INFORMATION IF THE SPACE HAS SPECIAL ACCESS REQUIREMENTS

Will someone need to give the crew access to the area? Are there any tight corners?

Non-Inventory Furniture Items for Location #1:

All Filing Cabinets, Desks, and Bookcases Must Be Empty

L-shaped Desks and Cubicles Must Be Dismantled Before Pick up

Bookcases

Boxes

Chairs

Conference Tables

Credenzas

Desks with Returns

Must be dismantled before pick up.



Filing Cabinets - Vertical

Modular/Cubicle Furniture

Microwaves

Work/Office Tables

Other Items

Computers, Peripheral Devices, and Other Inventory Items for Location #1:

Hard Drives must be erased/removed before pickup. Request [Hard Drive Destruction](#) through ITS. Completion of this task should be noted in the "Special Handling Required" section on the [CCART](#) form.

Computers

Monitors

Other

Location #1 CCART Document ID(s)#

Refrigerators for Location #1:

Refrigerators must be emptied and defrosted, otherwise they will not be picked up.

Refrigerators may need to have Freon and oil removed. Submit a [WORQS Service Request](#) to have Freon and oil



Call the Facilities Service Center (512) 471-2020 for further information.

Full Size Refrigerators

Mini Refrigerators

Is the refrigerator(s) prepared for pick up?

Yes No

Lab Equipment for Pick Up #1:

Please note, Surplus Property will not pick up or receive lab equipment until it has been decontaminated by EHS and the approved [Laboratory Equipment Decontamination Form](#) is attached to the equipment.

For further assistance in preparing laboratory equipment for relocation, contact the laboratory safety manager with [Environmental Health and Safety](#) (EHS) at [512-471-3511](#).

Laboratory Refrigerators

Other Lab Equipment

Is the lab equipment decontaminated and ready for pick up?

Yes No

Special Instructions

Attach Photos of the larger items to be picked up.

No File Chosen
File uploads may not work on some mobile devices.



Do you need pickup from another location in this building? *

Yes

No

You will receive a detailed e-mail of your request upon submission of this form.

Please retain it for your records.

A separate e-mail containing the assigned work order number will be sent once your move has been processed.

Facilities Service Service Center takes pride in providing excellent customer service to the community within The University of Texas at Austin.

Give us a call at 512-471-2020 or e-mail us:

facilities@austin.utexas.edu



Submit Form

