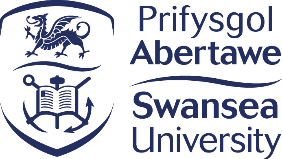
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**WEEE DISPOSAL FORM**

|  |  |
| --- | --- |
| **COLLECTION CONTACT AND LOCATION** | |
| **Faculty/PSU** |  |
| **Campus** |  |
| **Building** |  |
| **Contact name** |  |
| **Floor** |  |
| **Room number/ location** |  |
| **Telephone No.** |  |
| **E-mail** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Equipment** | **Quantity** | | **Equipment details (including make and model where available)** | |
| **Laptops:** |  | |  | |
| **Desktop systems:** |  | |  | |
| **Mac systems**  **(inc Keyboard/Mouse):** |  | |  | |
| **Mac systems**  **(incomplete):** |  | |  | |
| **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:** |  | |  | |
| **White goods:**  Please include size of fridge/freezer, i.e. under-desk or large industrial.  [Please ensure all items are decontaminated as necessary with forms attached] |  | |  | |
| **Other:**  (includes anything with plug or battery!) |  | |  | |
| **COLLECTION DETAILS** | | | |
| Has the equipment been disconnected? | |  | |
| 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? | |  | |

Please provide any further information which you think may be relevant in the box below.

|  |
| --- |
|  |

**Please attach this form to the works order raised with helpdesk and email to estates-waste@swansea.ac.uk**