

Saying goodbye to your office furniture?

(here's a helpful flowchart)



Would someone else on campus want it?

YES

NO



Advertise on DH E-mail or ask colleagues directly.

Did you find a recipient?

YES

NO

Put in a work order for pick-up by Facilities Services



Items will be auctioned or donated whenever possible.



Have the recipient arrange delivery through a work order.

They should fill out the asset tracking Procurement form to register it at its new location.

Nicer pieces will be put into Facilities storage for re-use.

*Shopping for new furniture? Contact Scott Moreno at smoreno@csudh.edu to arrange a visit to see our inventory.



Thank you for keeping items out of the landfill!

Construction and demolition waste