



THE UNIVERSITY OF  
**WINNIPEG**

Facilities  
Management

# Surplus Furniture Form

Please fill out this form if you would like to have a piece of furniture removed from your office/area.

## Employee Information:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Piece of furniture to be taken into storage:

Desk: \_\_\_\_\_

Filing Cabinet: \_\_\_\_\_

Blind: \_\_\_\_\_

Bookcase: \_\_\_\_\_

Table: \_\_\_\_\_

Lamp: \_\_\_\_\_

Corkboard: \_\_\_\_\_

White Board: \_\_\_\_\_

Chalk Board: \_\_\_\_\_

Hutch: \_\_\_\_\_

Another Item: \_\_\_\_\_

To identify the item, please print and tape one form on each piece of furniture that you would like to have brought to storage. Then email [facilities@uwinnipeg.ca](mailto:facilities@uwinnipeg.ca) to advise them of the location of the item(s) to be picked up.

**Please note: Once these items are in storage other members of the University community can claim them for their own use.**