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**University of Cambridge IT ITEMS ONLY WEEE disposal form**

**Important Update: From 1 August 2023, CDL will be collecting IT WEEE only. See the list of accepted items on our website.**

**Visit the WEEE page on our website to request collection of all other WEEE. This service is not available to colleges.**



**NOTE:** Are your items to be disposed of still usable? Why not advertise them on WarpIt - The University’s free internal online re-use system!

See: [*www.environment.admin.cam.ac.uk/warpit*](http://www.environment.admin.cam.ac.uk/warpit)

**CLIENT DETAILS:**

|  |
| --- |
| **The University of Cambridge** |
| **Department : Dept. of Engineering** |
| **Collection Address:** | Trumpington StreetCambridge | **Preferred Collection Date:** | ASAP |
| **Post Code** | **CB2 1PZ** | *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.* |
| **Main contact name** | **Steve Borbas (Cleaning Manager)** |
| **Telephone No.** | ***07809231182*** |
| **E-mail** | ***Cleaning-manager@eng.cam.ac.uk*** |
| **Alternative contact name** | ***Reception*** |
| **Telephone No.** | ***01223 332600*** |
| **E-mail** | ***reception@eng.cam.ac.uk*** |

**EQUIPMENT TYPES TO BE COLLECTED:**

|  |  |  |
| --- | --- | --- |
| Type of Equipment | Quantity | Equipment details (including make and model where available) |
| **Laptops:**  |  |  |
| **Desktop systems:**  |  |  |
| **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** (Uninterruptible Power Supply)**:** |  |  |
| **Other IT:**  |  |  |

**COLLECTION DETAILS:**

|  |  |
| --- | --- |
| HAS THE EQUIPMENT BEEN DISCONNECTED?*(Items should be ready to be removed i.e. disconnected from sockets)* | YES / NO |
| **IS THERE A LIFT AVAILABLE?** | YES |
| **ARE THE GOODS BOXED, LOOSE OR PALLETISED?**  | YES / NO |
| **ARE THERE ANY ITEMS THAT REQUIRE A SPECIAL PIECE OF EQUIPMENT TO LIFT IT OR REQUIRE MORE THAN ONE PERSON?**  | YES / NO |

**DATA PROTECTION:**

*Note that data-bearing units (HDDs etc.) are securely erased of data by CDL. Further details on the process used is available at* [*www.environment.admin.cam.ac.uk/files/cdl\_data\_capability.pdf*](http://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**