



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 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.