

OxB EN103D2- Furniture Donation Form

Part one: For completion by the individual donating items on behalf of Oxford Brookes University.

This form is designed to be used as a receipt for any Oxford Brookes University furniture and electrical items donated to staff, students, community members or community organisation to reuse. This form is used when Oxford Brookes staff are in the process of disposing of usable furniture or electrical goods that would otherwise go to landfill and have asked the Sustainability Team to advertise the items internally and externally as being available as a donation. Furniture must meet the following requirements prior to donation:

- a) Furniture and Electrical goods must be reusable e.g. safe and fit for use. Donated furniture must be structurally sound and upholstered furniture must not have any tears in the cloth covering it (any hole or tear in the cloth that reveals the foam beneath will mean the furniture is not fire resistant).
- b) Donated furniture or electrical items must have been approved for disposal by a member of staff with financial control within the Faculty or Directorate. (See the list of approved individuals for each Faculty and Directorate). This form cannot be used to donate computers or other items that potentially have sensitive electronic information.
- c) Electrical items can only be donated to organisations that will check their electrical safety before use. Contact the Sustainability Team who have a list of approved organisations (Sustainability@brookes.ac.uk).

Name and p00 number of Oxford Brookes University employee donating the furniture:
Job Title:
Faculty or Directorate the furniture is being donated from:
Please also complete the description of the furniture in the box overleaf.

Both sides of this form must be retained Oxford Brookes University. The form is not to be given to the individual or organisation that has collected the donated items.

Once this form has been completed please forward a copy to sustainability@brookes.ac.uk or send a copy to the Sustainability Team in the internal post so that the donated items can be included in the annual Sustainability Report.

Part Two: For completion by the individual or organisation collecting the donation.

TERMS OF DONATION FROM OXFORD BROOKES UNIVERSITY

Oxford Brookes University is willing to donate to me "as seen" certain items of furniture/equipment for which the University no longer has a foreseeable use, on the conditions set out here.

Brief Description of the item(s) (to be filled in by the University)
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I accept possession and ownership of the item(s) on the date below and understand that the University disclaims, to me and to any third party, all liability in respect of defects in the item(s), which may have been stored as unwanted goods (i.e. without attention to the conditions of storage).

I accept that it is my responsibility:

- a) To ascertain the safety and fitness of the item(s) before use and
- b) To tell anyone else using the item(s) that use is strictly at their own risk and
- c) To carry out a PAT test on any electrical item(s) before use or sale.

Signed..... Date.....

Print full name.....

Residential / organisation address.....

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..... Post Code: