MUN Furniture Finder
Memorial’s Office Furniture Redistribution Initiative

Check list for departments disposing of items

The MUN Furniture Finder is a new online system for the responsible redistribution of used office furniture on the St. John’s campus. The goal of this initiative is to provide the university community with the opportunity to obtain quality used furniture thereby reducing the need to purchase new items. This project will also decrease the amount of used furniture being declared surplus and leaving the university.

If you have office furniture that you no longer need and is still in good condition, please read the points below and contact sustain@mun.ca or call 864-3047 with any questions or if you require the Sustainability Office to take photos and descriptions of the items.

Prior to filling out a Declaration and Disposal of Surplus Property form...

- Check within your own department to ensure the items cannot be used internally.

- Please inform the Sustainability Office representative of any required date for removal of items from their current location, such as replacement furniture delivery date or expected date for renovations.

- Choose the person who will be listed as ‘contact’ on the Furniture Finder website and inform that person that they are to direct any inquiries, other than viewing time, to the Furniture Finder website or Sustainability Office representative.

- If submitting photos and descriptions yourself, please make note of any damage to be included in descriptions.

- Important: Once items are uploaded to the Furniture Finder website, they cannot be given away to other depts. Items are assigned tracking numbers so must follow this process.

- If any pieces don’t sell and you’ve run out of room (or time), fill out a Declaration and Disposal of Surplus Property form(s) and return to Bernie Doyle in FM2015. You will then be put in the queue to have the items removed by the campus movers when available.

- When the movers remove the items, please send an e-mail stating that to sustain@mun.ca and the items will then be removed from the website.

PLEASE NOTE: All furniture is the property of MUN and is not to be removed from campus.

Please sign below, scan and return this form to sustain@mun.ca

Signature ____________________________ Date ____________________________