

Used Furniture Terms & Conditions

- A one-time furniture viewing will take place at the University Centre (UC5000) on June 9, 2010 from 10 a.m. to noon. Furniture will be assigned for redistribution during this time.
- The Furniture Form is available online and must have authorized signature and FOAPAL in order for furniture to be redistributed. This completed form must be brought to the viewing on June 9, 2010.
- There will be no visiting the furniture site or booking furniture before June 9, 2010. Any furniture remaining after this date will be declared surplus and will no longer be available.
- Administration charges are as follows and will be billed to the FOAPAL provided:
 - \$25 per single item
 - \$50 for two items
 - \$75 for three items or more
- Facilities Management will arrange the move of acquired furniture to new location.
- The new or alternative location must be ready to accept the furniture the week of June 14, 2010.
- The receiver is responsible to make arrangements for other services required (carpentry assistance, other furniture relocation or surplus).

Please note: there will be a white tag and a yellow tag on each numbered item at the viewing. If the item meets your needs, remove the yellow tag and bring it to the onsite Sustainability Office representative. Items are allotted based on these yellow forms, so when the yellow form is in your hand, the item has been claimed. The white form will remain on the item to direct the movers.