URI PROPERTY & SUPPORT SERVICES

WORK ORDER FOR DISPOSALS/REUTILIZATION OF EQUIPMENT

Phone: 874-5468 or 874-2578 – Email: central_receiving@etal.uri.edu

Requested By:					Date:				
Department:Phone:					Bldg. & Rm.: Fax:				
					Authorized Signature:				
DIRECTION	that you hav		cating following: omputer first, th	Third-party contractual obligate Record retention requirement nen fill out fields. Indicate Yes or No for Econtractors (ie doors, ceiling tiles, drywall	s, including those for Dispose, Reutilize, Operal	legal and business purpose	es, have be	en reviewe	ed
	REUTILIZE	URI TAG# (If no tag, leave blank)	SERIAL NUMBER		EQUIPMENT	UIPMENT Make/Vendor, Model Number) 1 item per line		PCI DEVICE YES OR NO	SANITIZATION METHOD Property Use Only
							<u> </u>	<u> </u>	<u> </u>
									<u> </u>
								<u> </u>	
								<u> </u>	
	<u> </u>						\vdash		
									
									
							<u> </u>		
		Your con	npleted work	corder should be signed and subm	itted to central_rece	iving@etal.uri.edu			
*Hazardous Material – equipment containing any Freon, fluids, chemicals, or homeotenials.					azardous	DO NOT WRITE IN BOX – FOR PROPERTY USE ONLY			
 If your disposal item contains Freon, you must first do an IVPO to <u>Facilities Operations</u> (4-4060) in the amount of \$35/item. If you are disposing of any equipment containing hazardous materials, it must be clear 						Central Receiving, Approval Signature			

Public Safety/Environmental Health and Safety (4-7993).

the department will be charged to move it.

• If the disposal requires special handling (ie. specialty moving crew, rigging equipment, etc.),

Revised 07/2025

Person Performing Sanitization, Approval Signature