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 **WEEE DISPOSAL FORM**

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| **COLLECTION CONTACT AND LOCATION** |
| **College** |  |
| **Campus** |  |
| **Building** |  |
| **Contact name** |  |
| **Floor** |  |
| **Room number/ location**  |  |
| **Telephone No.** |  |
| **E-mail** |  |

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| --- | --- | --- |
| **Type of Equipment** | **Quantity** | **Equipment details (including make and model where available)** |
| **Laptops:**  |  |  |
| **Desktop systems:**  |  |  |
| **Mac systems** **(inc Keyboard/Mouse):** |  |  |
| **Mac systems** **(incomplete):** |  |  |
| **14" and 15" monitors:**Please state TFT or CRT |  |  |
| **17" monitors:**Please state TFT or CRT |  |  |
| **19", 20" and 21" monitors:**Please state TFT or CRT |  |  |
| **Printers (desktop size):**(includes fax machines) |  |  |
| **Printers (large floor standing):**(includes plotters) |  |  |
| **Servers:**  |  |  |
| **Data cabinets/server racks:** |  |  |
| **UPS's:** |  |  |
| **White goods:**Please include size of fridge/freezer, i.e. under-desk or large industrial.[Please ensure all items are decontaminated as necessary with forms attached] |  |  |
| **Other:** (includes anything with plug or battery!) |  |  |
| **COLLECTION DETAILS** |
| Has the equipment been disconnected? |  |
| Are the goods boxed, loose or palletised?  |  |
| Are there any items that require a special piece of equipment to lift it or require more than one person?  |  |

Please provide any further information which you think may be relevant in the box below.

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**Please attach this form to the works order raised with helpdesk and email to estates-waste@swansea.ac.uk**